COURSE SYLLABUS

Outlook Bootcamp (Self-Paced)

Cover everything from basic to advanced Outlook skills, including contact and group management, calendar organization, mailbox management, and automation tools that keep your workflow running smoothly.

For more information, visit
https://www.creativelive.com/classes/outlook-bootcamp-self-paced



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Course Outline

This package includes these courses

- Microsoft Outlook Level I (Self-Paced) (6 Hours)
- Microsoft Outlook Level II (Self-Paced) (6 Hours)

Microsoft Outlook Level I (Self-Paced)

This self-paced class focuses on using Outlook effectively for daily tasks and preparing you to become a Microsoft Certified Outlook Specialist. By the end, you'll know how to automate email management, organize your calendar, manage large volumes of email, schedule efficiently, and keep your contacts organized—all aimed at saving you time and increasing productivity.

- Customizing Outlook settings
- Managing messages
- Organizing and managing calendars
- Working with notes, tasks, and journals
- Managing contacts and groups

Microsoft Outlook Level II (Self-Paced)

This self-paced course covers everything you need to know to configure your mail accounts, perform advanced searches, control spam using filters, automate tasks with rules, and master calendar and contact management. Customize your Outlook setup to suit your unique workflow.

- Edit messages and configure global settings
- Customize calendar settings and manage contacts and groups
- Organize and search for messages
- Handle mailboxes efficiently
- Manage tasks and activities

- Automate message management
- Share workspaces and collaborate effectively