COURSE SYLLABUS

Outlook Bootcamp

Learn basic through advanced Outlook skills, including contact and group creation, calendar management, working with mailboxes and activities, and using automations.

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



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Course Outline

This package includes these courses

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

Microsoft Outlook Level I

This one-day class concentrates on how to use Outlook quickly and effectively for daily work tasks or to become an Official Microsoft Certified Outlook Specialist. By the end of this class, you will be able to reduce hours of repetitive work by setting up rules and search folders to automate email, manage your calendar and to-do lists, manage huge amounts of email with ease, manage complex scheduling, organize all your contacts and track your correspondence.

- Outlook settings
- Working with messages
- Calendar management
- Notes, tasks, and journals
- Contacts and groups

Microsoft Outlook Level II

In this course, you will configure mail accounts, perform advanced searches, control spam with filters, automate tasks with rules, and learn advanced calendar and contact management skills. This course builds upon the foundational knowledge presented in the Microsoft Outlook Level I course and will help you customize a communication system well-suited to your work styles.

- Configure mail accounts, modify messages, and set global options to personalize your Outlook environment
- Organize and search messages efficiently, manage mailboxes, and control spam with filters
- Automate message management using rules to streamline repetitive tasks
- Manage calendar settings and schedule activities for better time and task management
- Work with contacts and groups to maintain and organize your professional network

- Share workspaces and collaborate more effectively with teammates