

Microsoft Outlook 365 Beginners Course Outline

Duration: 1 Day

This Outlook 365 level 1 beginners training course is the perfect starting point for individuals who are new to using Outlook as their email and calendar management system. The course covers all the basics of Microsoft Outlook, including how to send and receive emails, manage appointments and tasks, and use the calendar effectively. With a focus on the latest version of Outlook 365, participants will learn how to use its latest features to be more organised and efficient in their daily communication.

What You'll Learn

- Learn to use basic formulas and functions effectively.
- Understand how to create and manage multiple worksheets.
- Explore how to sort and filter data for better organisation.
- Discover methods for importing and exporting data efficiently.
- Create and customise basic charts and graphs.
- Share worksheets with others for collaboration

Course Prerequisites

This is a beginners training course, so no advanced skills are required—just a willingness to learn! To make the most of your training experience, we recommend:

- **Basic computer skills:** Familiarity with using a PC or Mac, including navigating with a mouse or equivalent device.
- **Internet know-how:** Confidence in accessing the internet and downloading files as needed

Full Course Outline

Introduction to Outlook 365

Overview of Microsoft Outlook
Purpose of using Outlook
Benefits of using Outlook

Basic Navigation

Getting around Outlook
Setting up an email account
Using keyboard shortcuts
How to set up a new account

Sending and Receiving Emails

- Creating and sending new emails
- Replying to and forwarding emails
- Organising your emails

Managing Contacts

- Adding, deleting, and updating contacts
- Changing contact views
- Categorising contacts
- Adding pictures to a contact
- Sending email to a group

Working with the Calendar

- Navigating the calendar
- Adding an appointment
- Modifying appointments
- Setting reminders
- Recurring appointments
- Creating Teams meetings

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.