

Microsoft Outlook and Teams 365 Level 1 Course Outline

Duration: 1 Day

Master the integration between Microsoft Teams and Outlook to streamline your scheduling, communication, and collaboration workflows. Learn when to use Teams or Outlook for meetings, understand notifications, and explore how these tools complement each other in the Office 365 ecosystem. This Outlook and Teams 365 training course is perfect for those seeking clarity on leveraging both applications effectively.

What You'll Learn

- Decide when to create a Teams meeting in Outlook or Teams
- Share and view calendars to optimise scheduling
- Set up out-of-office replies and utilise schedule assistants
- Navigate key differences between Teams notifications and Outlook emails
- Use Teams and Outlook together to enhance collaboration

Course Prerequisites

This course is ideal for Office 365 users who want to maximise the integration between Teams and Outlook. Delegates should:

- Be familiar with the basics of Microsoft Outlook and Teams
- Have experience scheduling meetings and managing calendars
- Be comfortable using a PC, Mac, or equivalent interface device

Full Course Outline

Microsoft Office 365 Outlook

Outlook Meetings

Creating and managing Teams meetings in Outlook

Setting up private meetings and adjusting Teams meeting options

Using Outlook's schedule assistant to find free time

Handy Features in Outlook for Teams Users

Sharing and viewing calendars

Setting out-of-office replies for seamless communication

Microsoft Office 365 Teams

Teams Meetings

Creating and inviting people to a Teams meeting

Setting up Teams meetings on behalf of a colleague

Teams and Outlook Integration

When to Use Teams vs Outlook

Understanding when to create Teams meetings in Outlook

Recognising when to use Teams for meeting creation

Exploring how Teams and Outlook work together

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.