



**African Helix  
Training**

*In Pursuit of Excellence and Beyond...*



Microsoft®  
**Outlook**  
Part 1: Basic

**Course Content**

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## Overview

Microsoft Office Outlook incorporates some new features that will help make managing your e-mail and personal information easier than ever. This course will help students get comfortable with the Outlook interface, creating and sending messages, managing contacts, using the calendar, managing tasks, and working with notes.



## Course Prerequisites

Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset.



## Target Audience

Beginners with no prior experience using Outlook & users seeking to improve their basic Outlook skills



## Course Outline

***Please note that due to the dynamic nature of Office 365/Microsoft 365 some content may change without notice.***



## Duration

**In Class/Virtual Class: 1 Day**  
(08:30 – 15:30)



## Delivery Methods

- On-Site
- At designated location
- Virtual Live



## What You Get

- Certificate of Completion



## Outcomes and Objectives

- Navigate the Outlook interface.
- Compose, send, and manage emails effectively.
- Organize and maintain their inbox using folders, categories, and search features.
- Manage contacts and create contact groups.
- Schedule meetings and appointments using the Calendar feature.



### **Lesson 1: Getting Started with Outlook 2016**

- Topic A: Navigate the Outlook Interface
- Topic B: Perform Basic E-mail Functions
- Topic C: Use Outlook Help

### **Lesson 2: Composing Messages**

- Topic A: Create an E-mail Message
- Topic B: Check Spelling and Grammar
- Topic C: Format Message Content
- Topic D: Attach Files and Items
- Topic E: Enhance an E-mail Message
- Topic F: Manage Automatic Message Content

### **Lesson 3: Reading and Responding to Messages**

- Topic A: Customize Reading Options
- Topic B: Work with Attachments
- Topic C: Manage Your Message Responses

### **Lesson 4: Managing Your Messages**

- Topic A: Manage Messages Using Tags, Flags, and Other Commands
- Topic B: Organize Messages Using Folders

### **Lesson 5: Managing Your Calendar**

- Topic A: View the Calendar
- Topic B: Manage Appointments
- Topic C: Manage Meetings
- Topic D: Print Your Calendar

### **Lesson 6: Managing Your Contacts**

- Topic A: Create and Update Contacts
- Topic B: View and Organize Contacts

### **Lesson 7: Working with Tasks and Notes**

- Topic A: Create Tasks



- Topic B: Manage Tasks
- Topic C: Manage Notes



**For More Details and to Register, Please Contact**

**Course Coordinator**

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