MOUTL

Microsoft Outlook

Description:

One-day course is intended for all users who need to familiarize with principles of working in MS Outlook application from the beginning to complex planning of meetings and sharing folders. Participants of the course are going to learn especially the principles dealing with writing and sending messages. Then, they are supposed to create and save contacts. Moreover, they are going to get to know how to organize their time according to calendar and tasks.

While discussing the organization of messages, participants are going to familiarize with various principles of automatic rules and classification of messages.

In next part, students are going to realize the way how to adapt their working time to their personal needs. In addition to that, they are going to learn how to set up out of office assistant while working out of the office or how to delegate tasks to another person.

Users are also going to become acquainted with several important settings, e.g. archiving, data export (messages, contacts, calendar and many others) and master the basis of message security.

Students will be able to:

- Identify the elements of the MS Office Outlook interface
- Create and send emails, organize and arrange emails
- Create email signatures
- Organize the time by appointments and meetings in calendar
- Create contacts, contact groups – distribution lists
- Create a task and assign it to other people
- Set rules for application behaviour in case of being out of office
- Manipulate views and MS Outlook settings
- Import and export emails, tasks, contacts and calendars
- Cooperate with other applications - Teams, ZOOM, Webex

Course requirements:

- Students are supposed to be confident in using a keyboard, Windows and a mouse

This course is intended for:

- The course is intended for all users of Microsoft Outlook

Literature:

The workbook in English language is included.

Hardware:

Spacious classrooms are equipped with premium computers with the access to the Internet, the wireless access included.

Syllabus:

Chapter 1: Getting started with MS Outlook

- MS Outlook interface
- Navigation in MS Outlook
- View settings
- Manipulate panes

Chapter 2: Manage messages

- Principles of creation and sending a message
- Message options
- Follow ups and colour categories
- Recalling a message
- Message preview
- Creating and configuring signatures

Chapter 3: Manage schedules

- Appointment
- Meeting
- Sending calendar
- Shared calendars

Chapter 4: Managing contacts

- Creating group contact
- Using public folders

Chapter 5: Managing tasks

- Creating task
- Accepting / declining task
- Tracking assigned tasks

Chapter 6: Rules in Outlook

- Out of office assistant
- Automatic rules for organizing emails
- Quick steps

Chapter 7: Securing messages

- Electronic signatures and principles of encryption
- Testing certificate
- Creating certificate
- Signing and encrypting a message

- Import and export data, archive

Chapter 8: Extended cooperation options

- Delegation
- Public folders
- Other applications - Teams, ZOOM, Webex

Contact us
OKsystem a.s., Na Pankráci 1690/125, 140 00 Prague 4
(+420) 236 072 111 skoleni@oksystem.cz www.okskoleni.cz

OKškolení
by OKsystem