LUMIFY work

Microsoft Outlook 365 Online – Seminar

Course length:	90-minute seminar
Why study this course?	During this course, you will be introduced to Microsoft Outlook 365 Online. The course will provide a brief overview of accessing Outlook 365 from a web browser and understanding the four components of Outlook Online.
What you'll learn:	On completion of this course students should be able to: • Sign in to the Office 365 environment • Create new emails and calendar entries • Create and add a new contact • Create and modify tasks
Course subjects:	Mail • Sign in to Office 365 • Mail Actions • New Mail Message • Working with Folders • Exploring the Search Feature • Mail Mini-Toolbar to Manage Messages Calendar • Create a Calendar Event • Share Your Calendar • Calendar Views Contacts (People) • Find and Add Contacts Tasks • Create a New Task • Managing Tasks
Who is the course for?	This course is designed for users who are working with the Office 365 collaboration tools.
Prerequisites:	This course assumes little or no knowledge of Microsoft Outlook 365. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

We can also deliver and customise these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.