

## Seminar – Outlook 365 Online

**Course Length:** 90 minute seminar

**Overview:** 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.

**Skills Gained:** 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

**Key Topics:**

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

**Target Audience:** 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.

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