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.

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.