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VIRTUAL-CLASS WEBINARS | ON-DEMAND VIDEOS | ON-SITE CLASSES

MICROSOFT 365 OUTLOOK
WEBINAR+VIDEO+ONSITE | ALL VERSIONS
EMAIL CALENDAR & TASK ESSENTIALS

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Elevate the way you communicate, schedule, and manage priorities with Email, Calendar & Task Essentials—a complete Microsoft Outlook course that goes far beyond the inbox. This instructor-led training shows you how to turn Outlook into a powerful productivity platform, combining rich email controls with deep calendar scheduling and integrated task management. You'll learn to automate and organize your email workflow, manage shared calendars, and coordinate meetings with confidence. On the task front, you'll connect flagged items, follow-ups, and To-Do lists seamlessly into your day-to-day planning. From setting permissions and tracking responses to syncing content across devices, this course equips you to work smarter, collaborate more fluidly, and maintain full control of your communications—whether managing your own time or an entire team's operations.

EMAIL INBOX MANAGEMENT & AUTOMATION

- Set up folders, categories, and rules for incoming mail
- Use Quick Steps and Clutter/Focused Inbox to prioritize
- Apply conditional formatting, filters, and custom views
- Automate common actions and flag key messages

COMPOSING, FORMATTING & PERSONALIZING EMAIL

- Design professional messages with tables, links, and media
- Insert Quick Parts, templates, and reusable content blocks
- Customize signatures, spellcheck, proofing, and translation

ATTACHMENTS, LINKS & FILE SHARING

- Attach files, items, or links from local drives or cloud
- Preview attachments, co-author live docs from OneDrive/SharePoint
- Optimize emails for large file sharing and reply threads

CONTACT MANAGEMENT & GLOBAL ADDRESS BOOK

- Create, import, and organize personal or business contacts
- Build and share contact groups; use GAB for enterprise lookup
- Sync contacts across accounts and integrate into mail merges

CALENDAR SCHEDULING & MULTI-CALENDAR TOOLS

- Create and modify events, meetings, and recurring appointments
- Use Scheduling Assistant and Room Finder for availability
- Overlay multiple calendars, share with permission control
- Set time zones, alerts, statuses, categories, and RSVP tracking

TASK MANAGEMENT & TO-DO INTEGRATION

- Convert emails into tasks or assign to others
- Use flags, priorities, pop-up reminders, and progress tracking
- Organize and view tasks alongside calendar commitments

NOTES, STICKY REMINDERS & QUICK CAPTURES

- Create color-coded digital notes synced across devices
- Link notes to emails, calendar items, or tasks
- Share, print, or forward notes directly from Outlook

COLLABORATION & DELEGATION TOOLS

- Share inboxes, calendars, and folders across teams
- Set delegate access with role-specific permissions
- Embed Teams meeting links, assign shared responsibilities

ADVANCED EMAIL OPTIONS & MESSAGE CONTROL

- Delay delivery, request receipts, enable voting and responses
- Set message sensitivity, importance, and reply handling
- Save, print, export, and archive messages with control

MOBILITY, WEB ACCESS & SECURITY ESSENTIALS

- Sync Outlook across desktop, browser, and mobile apps
- Manage junk filters, phishing protection, and encryption
- Use secure access methods for email on the go