

Microsoft Outlook 365

GoSkills online course syllabus

Thursday, May 1, 2025

Skill level

Beginner

Lessons

46

Pre-requisites

None

Versions supported

365, 2021

Video duration

2h 37m

Estimated study time

22h for all materials

Instructor

Andy Lanning

Introduction

1

Outlook Desktop vs Office.com

A comparison of the Outlook interface when using the desktop version vs the Office.com version (which is constantly changing). Note: This course is based on the Desktop version.

2

Screen Overview, Ribbon options

A must-see video about the Outlook screen interface and how you can manage it to suit your needs.

3

Shortcut Keys and Quick Access Toolbar

This is a guide to getting the quickest keyboard commands and buttons to work in your favor.

4

Managing a Digital Office

A quick review of turning a paper office into a digital office and how the similar rules apply.

5

Drag and Drop Magic

This is possibly the BEST trick inside Outlook! Stop typing everything - just drag and drop it!

6

A Second Window for Clarity

How to separate your email screen and Calendar screen to view side-by-side with a second window.

Email - Send and Receive

7

Email Do's and Don'ts

This lesson reviews the professional art of sending emails and what to do and what not to do.

8 **Autofill Email Contacts**
Using the To button vs To line, CC and BCC to AutoFill email addresses

9 **Email Signatures**
Signatures can show your name and contact info or an informational disclaimer. This lesson teaches how to create multiple versions and choose which one you need at that moment.

10 **Handling Attachments**
Attaching files to emails within Outlook is as easy as clicking a button, or clicking and dragging.

11 **Recall a Message**
How to rescind a message that has already been sent.

12 **Quick Steps Gallery**
Quick Steps are a way to set up a 'work flow' of a redundant process. It's one of the best-kept secrets in Outlook!

Email - Organize and Manage

13 **Email Options**
Outlook Email Options allow you to customize your send/receive settings and many other available options.

14 **View Ribbon Features**
This lesson will help you control your email screen interface and which panels you want to see.

15 **View Ribbon, Change View Settings**
After getting your Inbox View set to your preferences, you can apply that structure to all your folders. It's a huge time saver!

16 **View Ribbon, Inbox Sticky Notes**
This is an advanced lesson on creating little notes directly in your Inbox to provide at-a-glance details about important messages.

17 **Groups and Conversations**
Keeping like-minded emails together can be helpful, and sometimes not. This lesson shows you the options and how easy it is to adjust grouping settings.

18 **Search For and Color Code Emails**
Two great tips on how to use search and conditional formatting to quickly find any email in your Inbox.

19 **Follow-up Flags and Categories**
If you'd like to create visual signals for yourself for follow-up actions or to tag messages for various purposes, Flags and Categories can be great solutions.

20 **Folders and Search Folders**
Automated and Customized Search options based on your own preferences.

21 **Rules and Alerts**
This lesson will teach you how to apply advanced filters to screen and process your emails as they arrive.

Calendar

22 **Views, Colors, Side-by-Side, and Overlay**
This lesson shows how to view multiple calendars and manage them as your appointments overlap.

23 **Calendar Display Options**
Learn how to customize your Calendar interface with advanced settings, including time zones and Holidays.

24 **Appointments, Meetings, Teams Meetings, and Events**
Learn the difference between appointments and events, and how to schedule other events like Focus time and Teams meetings.

25 **Schedule View and Assistant**
Handling multiple schedules can be confusing, so the Schedule View and Assistant help you view availability when booking people and resources for your meetings.

26 **Share and Manage Calendar Views**
Dealing with multiple calendars can be tricky, so we address how to add, share, and manage them.

27 **Color Code Appointments**
Let your important appointments pop on the screen by applying color, and then automate that color theme throughout your Calendar.

28 **Search the Calendar**
Find events within your Calendar can be done easily with a range of options and features.

29 **Printing and Calendar Best Practices**
Sometimes printing a calendar is helpful. This lesson shows the options and best practices for good scheduling.

Contacts

30 **New Contacts**
Create a new contact using the three methods shown in this lesson.

- 31 **Contact Groups**
Contact Groups are a fast way to tag a group of names onto an email To: line.
- 32 **Search Contacts and People**
There are multiple ways to find people and search through Outlook for important contacts.
- 33 **Contact Folders and Groups**
This lesson shows you how to organize your contacts into folders, and then create Groups of contacts for even more flexibility.
- 34 **Contact Categories**
Contact Categories allows you to filter by color and control how you group the people you know.
- 35 **Contact Views**
Change and Customize how you view your Contacts in order to find and manage them efficiently.
- 36 **Contacts Backup**
This lesson teaches how to generate a much needed Contacts Backup and save it to your hard drive.

Tasks and Notes

- 37 **Tasks, New and Recurring**
Take your own to-do list and turn it into a series of Tasks that are easy to manage and complete within Outlook
- 38 **Assign Tasks, Change View**
Get help with your to-do list, assign tasks to your helpers, and use Task views to see their progress.
- 39 **Task To-Do Bar**
The Task To-Do Bar provides a customizable view for your task list.
- 40 **Using Notes**
Notes are short and sweet little nuggets of info, stored within Outlook... or elsewhere!

Advanced Features

- 41 **Send Email to a OneNote page**
Microsoft OneNote is a notebook app that can receive Outlook emails as a page with just one button click.

42 **Translate and Read Aloud**
Outlook can read messages aloud and translate to the language of your choice.

43 **Back-Office Management**
Managing the Outlook Back Office allows you to add multiple email accounts, keep your folders at a reasonable size, and set up your Outlook preferences as needed.

44 **Archive Settings**
Set up your Archive file location and time increments for cleaning up your Outlook content.

45 **Store Emails Outside of Outlook**
There comes a time to finish a project, but keep all the email correspondence 'outside' of Outlook. This helps to keep Outlook's file size small and nimble.

46 **Email Merge to Contact Lists**
Send one email message to multiple contacts without using the cc or bcc lines. Each contact will receive their own copy of your message.

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