

Microsoft Outlook

GoSkills online course syllabus

Thursday, November 30, 2023

Skill level Beginner	Lessons 43	Accredited by CPD
Pre-requisites None	Versions supported 2016, 2019, 2021, 365	Video duration 3h 00m
Estimated study time 22h for all materials	Instructor Andy Lanning	

Introduction

- 1 Outlook Screen Overview**
Understanding the screen layout is paramount to mastering this program. Take a tour of the screen elements and ribbon.
- 2 Office Management**
Monitor inbox size, clean out certain folders, and set up auto-archive functionality.
- 3 Drag & Drop**
Trim redundant clicks from your most repetitive office tasks with this amazing trick!
- 4 Second Window**
Utilize the second window functionality to end the back and forth shuffle between your calendar and inbox.

Email - Sending and Receiving

- 5 Email Do's and Don'ts**
A set of email correspondence tips that are good reminders of online professionalism and etiquette.
- 6 Autofill, Importance, and Email Format**
Learn the office protocol for marking emails as important, using Plain vs HTML text, and how Autofill addresses really work.
- 7 Email Signatures**
Signatures are vital to signing off on an email, and here you'll learn how to apply them, along with a time saving tip to quickly finalize redundant correspondence.

8 Handling Attachments
Tips on sending, receiving and saving attachments.

9 Recall a Message
Learn how to recall a message and how to add a button to the ribbon for faster access to this feature.

10 Quick Steps Gallery
Quick Steps provide an alternative to redundant emails, distribution lists, and repetitive (yet unavoidable) office tasks.

Email - Organizing

11 Email Options
Buried behind the Options ribbon are a variety of useful tools, including: Read receipts, Delayed send, and Voting buttons.

12 Voting Buttons
Voting Buttons are useful for Approve/Reject responses, Yes/No responses, and can be customized to contain a list of up to 28 choices.

13 View Ribbon, Layout Group
Set your preferences and customize the Folder Pane, Reading Pane, and To-Do Bar.

14 Groups and Conversations
Learn to organize your emails into groups and control how you view conversations.

15 Search for and Color Code emails
Never let another important email become visually lost in your inbox. Use Color Coding to make it stand out in a crowded list, and search for related emails.

16 Inbox Sticky Notes
Sticky notes are handy for paper, so why not emails? This is by far the best little-known tip in Outlook.

17 Follow-up Flags and Categories
Those little grey flags beside your email list actually have a useful purpose. Click the Flags as a reminder to get back to certain emails first, and apply a Category color to keep track of similar subjects.

18 Folders and Search Folders
Learn how to store your emails in topical folders and use a search folder to gather a category of emails that may be in various folders.

19 Rules and Alerts
Set up rules that perform time-saving tasks, for instance filing certain emails automatically into certain folders.

Calendar

- 20** **Calendar Views**
When you find yourself searching for an appointment or an open date, changing the Calendar view will help zoom into details or view a month at a glance.
- 21** **Calendar Display Options**
Customize your Display Option preferences to suit your particular situation.
- 22** **Appointments, Meetings and Events**
Use these scheduling tools to schedule appointments, meetings and events and make it easy for others to confirm their attendance.
- 23** **Schedule Resources and Schedule View**
The ability to view multiple calendars in a horizontal format for easy comparison.
- 24** **Recurring Appointments**
Use the Recurring Appointments feature to save you from the redundancy of scheduling multiple occurrences manually.
- 25** **Color Code Appointments**
Color-Coding calendar items is known as "prioritizing". Use this feature to produce at-a-glance decisions about your daily grind.
- 26** **Search the Calendar**
How to search and find a certain appointment or date quickly.
- 27** **Printing and Calendar Best Practices**
How to print a hard copy of the calendar and good tips for calendar management.

Contacts

- 28** **New Contacts**
Quick tips on how to add new contacts efficiently.
- 29** **Contact Groups aka Distribution Lists**
Previously known as Distribution lists, a Contact Group is one contact record that contains multiple people.
- 30** **Search Contacts and People Pane**
Learn how to find a contact and use the People Pane to find all related activities.

31 Contact Folders and Groups
Keep your contacts organized by using multiple Folders and Groups.

32 Contact Categories
Keep your contacts organized by using Category colors.

33 Contact Views
How you view your contact data will help you get to the information you need and make decisions faster.

34 Contacts Backup
Secure your most important data from a disaster and backup your contacts!

Tasks and Notes

35 Tasks, New and Recurring
Tasks are to-do items that are tracked electronically and can be recurring weekly or monthly.

36 Assign Tasks, Change View
Tasks can be assigned to an assistant or co-worker via email, and an automated response keeps you updated on the status. Also change the view with a simple click.

37 Task To-Do Bar
Viewing Tasks in other Outlook windows is easily customized with the To-Do Bar.

38 Using Notes
Learn tips to make the most of your notes, which are handy as a place to store info.

Advanced Features

39 Email Merge
Send individual - but duplicate - emails to multiple people with one easy process.

40 Email Merge, Personalized
Send individual, personalized emails to multiple people with one easy process.

41 Email Merge, Full Color Flyers
Send individual, full color flyer emails to multiple people with one easy process.

42 Backup Outlook Folder

Learn how to back up - also known as export - your Outlook folder.

43 Store Emails Outside of Outlook

Store emails outside Outlook with other related files in one location, rather than digging through your inbox to find them.

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