COURSE SYLLABUS

Outlook Bootcamp (Self-Paced)

Explore everything from basic to advanced Outlook skills, including contact and group creation, calendar management, mailbox organization, and automation tools that make your workflow run a lot more smoothly.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/outlook-bootcamp-self-paced



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Course Outline

This package includes these courses

- Microsoft Outlook Level I (Self-Paced) (6 Hours)
- Microsoft Outlook Level II (Self-Paced) (6 Hours)

Microsoft Outlook Level I (Self-Paced)

- Configure and manage Outlook settings
- Compose, organize, and manage messages
- Schedule and maintain your calendar
- Use notes, tasks, and journals effectively
- Manage contacts and groups efficiently

Microsoft Outlook Level II (Self-Paced)

Advance your Outlook skills at your own pace with this self-paced course. Learn to set up mail accounts, perform advanced searches, manage spam with filters, automate tasks using rules, and develop advanced calendar and contact management skills. Building on foundational Outlook knowledge, you'll customize a communication system that fits your workflow.

- Modify messages and configure Global Options
- Adjust and manage calendar settings
- Organize and search messages efficiently
- Manage contacts and groups
- Oversee multiple mailboxes
- Track and manage activities
- Automate message management with rules and filters
- Share workspaces and collaborate effectively