COURSE SYLLABUS

Outlook Bootcamp

Learn basic through advanced Outlook skills, including contact and group creation, calendar management, working with mailboxes and activities, and using automations.

> 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



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Course Outline

This package includes these courses

- Microsoft Outlook Level I Course (6 Hours)
- Microsoft Outlook Level II Course (6 Hours)

Microsoft Outlook Level I Course

This one-day class concentrates on how to use Outlook quickly and effectively for daily work tasks or to become an official Microsoft Office Specialist in Outlook. By the end of this class, you will be able to reduce hours of repetitive work by setting up rules and search folders to automate email, manage your calendar and to-do lists, manage huge amounts of email with ease, manage complex scheduling, organize all your contacts, and track your correspondence.

- Outlook settings
- Working with messages
- Calendar management
- Notes, tasks, and journals
- Contacts and groups

Microsoft Outlook Level II Course

In this course, you will configure mail accounts, perform advanced searches, control spam with filters, automate tasks with rules, and learn advanced calendar and contact management skills. This course builds upon the foundational knowledge presented in the Outlook Essentials course and will help you customize a communication system well-suited to your work styles.

- Modify messages and set Global Options
- Calendar settings
- Organize and search messages
- Contacts and groups

- Manage mailboxes
- Manage activities
- Automate message management
- Share workspaces