



Microsoft Outlook Interactive Training

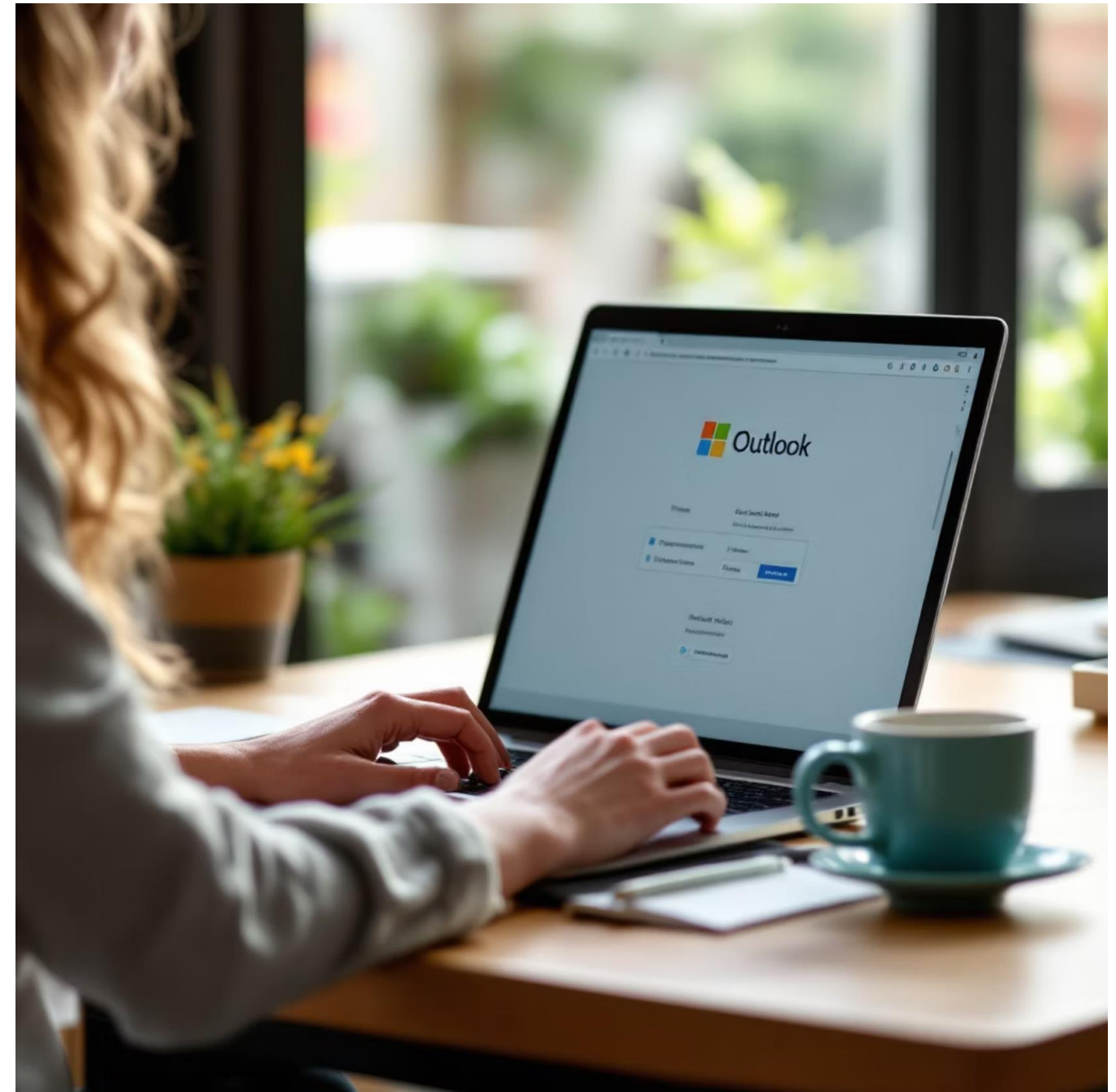
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This will be an interactive session designed to help you get started with Microsoft Outlook. In this workshop, you'll learn how to send and organize emails, manage your inbox efficiently, keep your contacts in order, and schedule meetings with ease. This session is perfect for beginners who want to enhance their email communication and time management skills. Plus, you'll get the opportunity to participate in hands-on labs to practice what you've learned and gain confidence in using Outlook.

Course Overview

Learning Objectives

- Navigate the New Outlook interface efficiently
- Compose, send, and organize emails effectively
- Manage calendar events and scheduling
- Utilize advanced features like rules and categories
- Implement best practices for email management



Target Audience

- New users transitioning to the New Outlook
- Users wanting to improve email productivity

Welcome to New Outlook

Modern Interface

Cleaner layout with intuitive navigation and simplified controls for faster task completion

Improved Performance

Faster loading times, reduced lag when switching between modules, and smoother overall experience

Enhanced Search

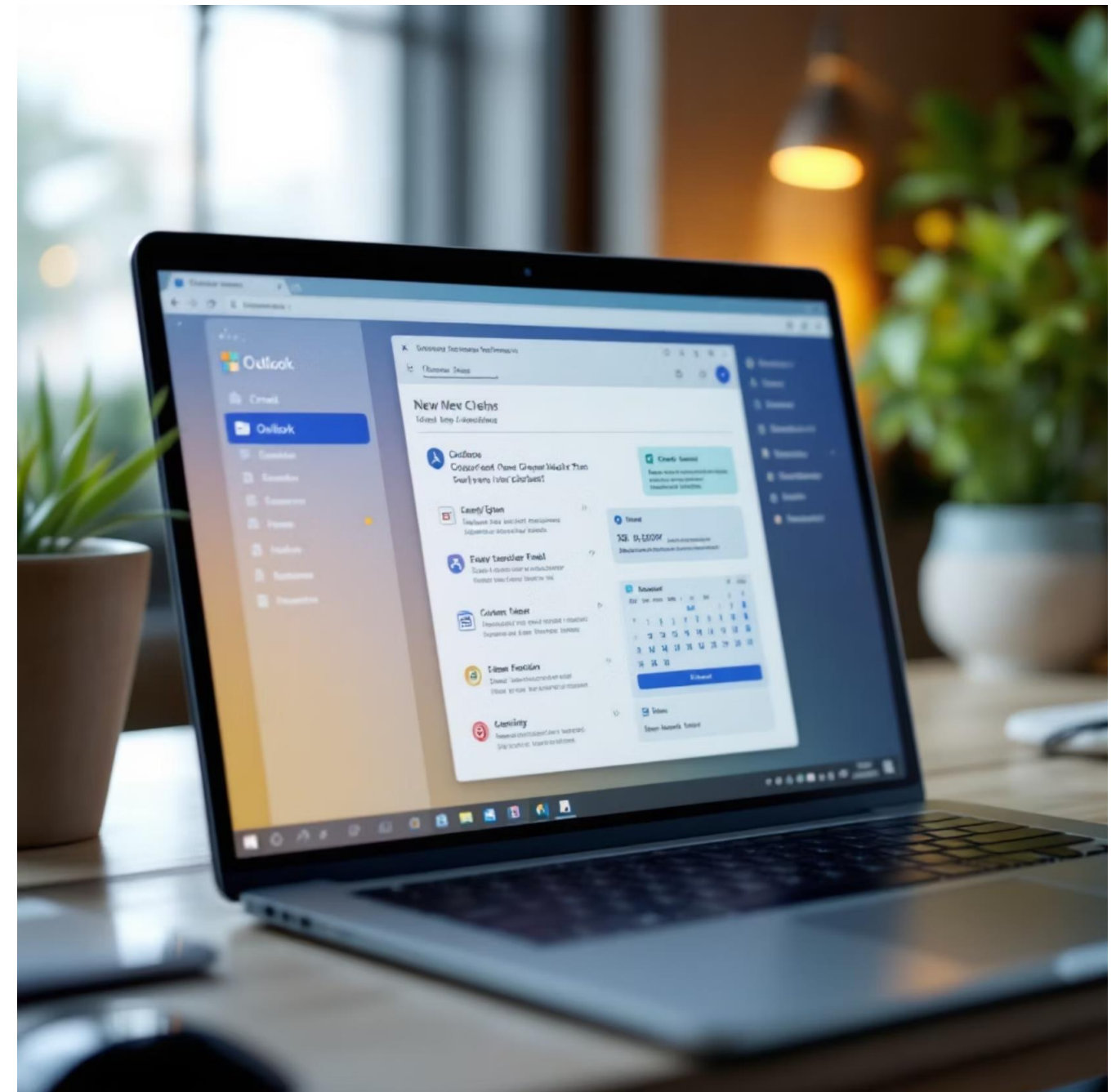
Intelligent search that predicts what you're looking for and delivers more accurate results quickly

Microsoft 365 Integration

Seamless connections with Teams, OneDrive, and other Microsoft 365 apps for better collaboration

Simplified Settings

Easier customization options with clearer organization of preferences and personalization features



New Outlook represents a significant upgrade designed to improve your productivity and simplify email management. During this interactive session, you'll get hands-on experience with these new

Interface Overview



Navigation Bar

Quick access to Mail, Calendar, People and other modules through the streamlined left sidebar



Folder Pane

Hierarchical view of your mailboxes, folders and favorites for easy organization



Message List

Customizable view of your emails showing sender, subject, preview and important flags



Reading Pane

Preview message content without opening in a new window, saving time and clicks

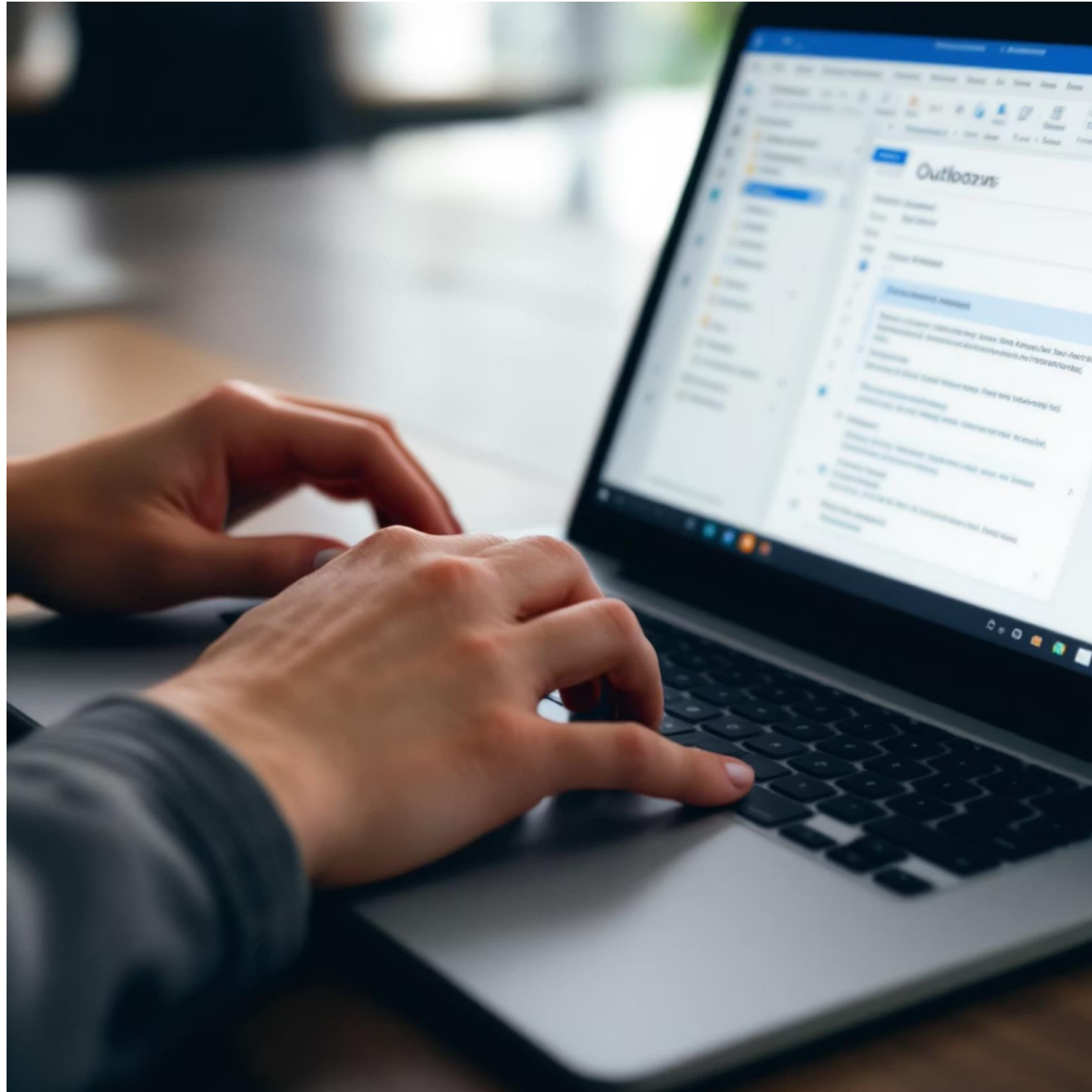


Ribbon

Contextual command center that changes based on your current task with all tools organized by function

During our interactive session, you'll explore each of these elements hands-on to build muscle memory and confidence in navigating the interface.

Email Composition



1

Attachments

- Drag-and-drop files directly into message
- Browse for files using attachment button
- Share OneDrive links for large files

2

Send Options

- Set message priority (High/Normal/Low)
- Schedule delivery for optimal timing
- Request read receipts for important messages

In our interactive lab, you'll practice creating properly formatted messages with attachments and explore the various send options to ensure your communications are effective.

1

Email Organization



Folders

Create a logical folder structure based on projects, clients, or departments. Move related emails to appropriate folders to keep your inbox manageable. Right-click in the folder pane to create new folders or subfolders.



Search

Master Outlook's powerful search capabilities using keywords, filters, and operators. The search box includes advanced options for narrowing results by date, attachment, folder, and more.

During our hands-on lab, you'll create your own organization system with custom folders, categories, and rules to transform a cluttered inbox into a model of efficiency.



Categories

Apply color-coded categories to visually identify email types at a glance. Categories can be used alongside folders for multi-dimensional organization. Right-click emails to assign categories or create new ones.



Archive

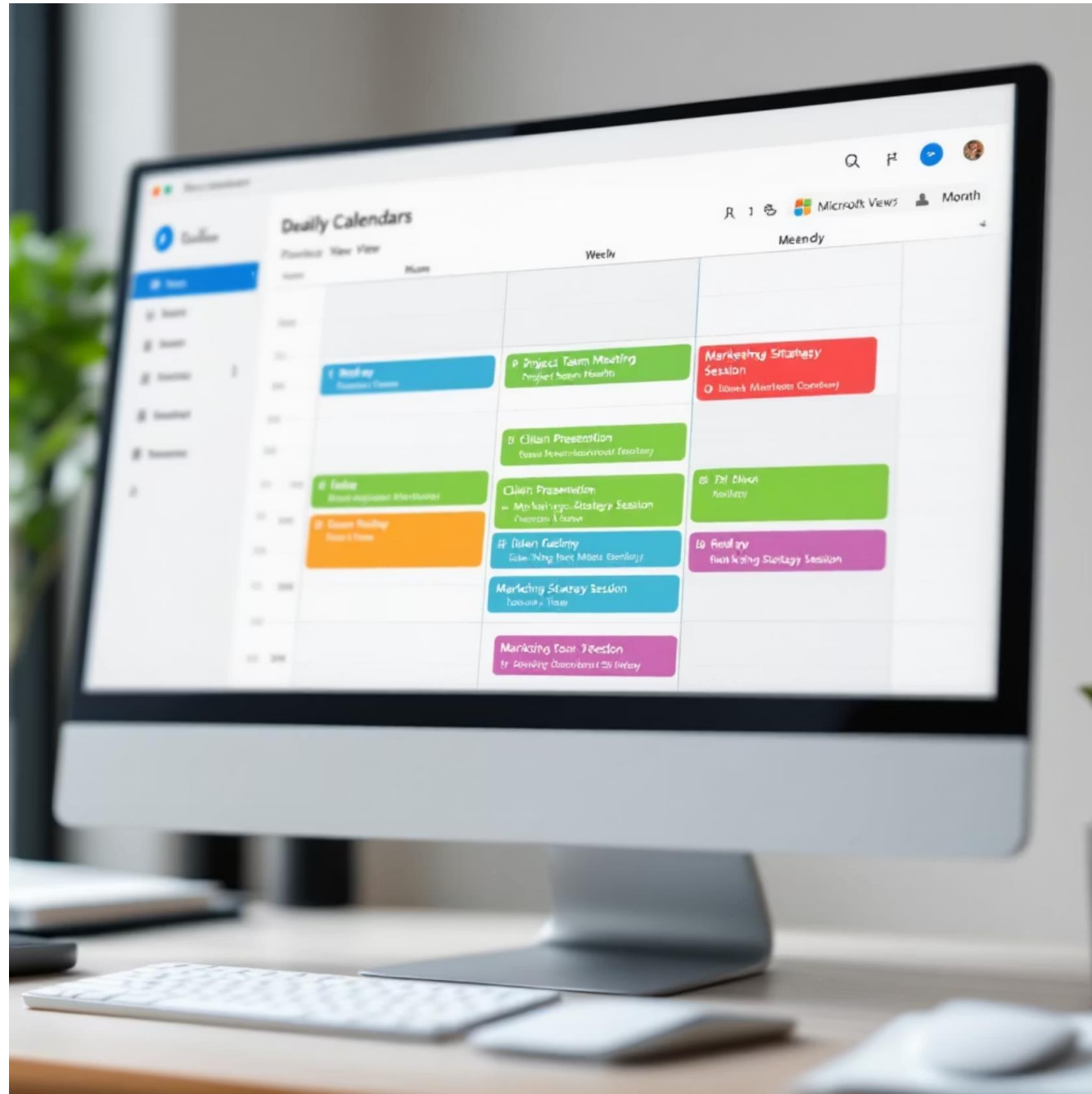
Use the Archive feature to move older emails out of your inbox without deleting them. Archives remain searchable but don't clutter your main view. Set up auto-archiving for truly hands-off management.



Rules

Set up automated rules to sort incoming messages based on sender, subject, or content. Rules can move, flag, categorize, or even respond to emails automatically. Access rules from the Home tab in the ribbon.

Calendar Management



Calendar Views

- **Day view:** Detailed timeline for busy days

Creating Events

- Quick add by clicking time slot
- Double-click for detailed options
- Set reminders (default: 15 minutes)

Meeting Invitations

- Add required/optional attendees
- Book rooms and resources
- Check attendee availability

Recurring Events

- Set daily/weekly/monthly patterns
- Define end date or number of occurrences
- Modify single instances when needed

Sharing

- Share calendars with colleagues
- Set permission levels for viewing
- View multiple calendars side-by-side

Advanced Features



Quick Steps

Create one-click shortcuts for multi-step actions like "Move to folder + Mark as read + Flag for follow-up" to process emails in seconds rather than multiple clicks.



Templates

Save frequently sent messages as templates to avoid rewriting common responses. Perfect for standard inquiries, weekly updates, or routine communications.



Keyboard Shortcuts

Dramatically speed up your workflow by learning essential shortcuts like Ctrl+N (new email), Ctrl+R (reply), and Ctrl+Shift+R (reply to all).



Out of Office

Set automatic replies for internal and external contacts when you're unavailable. Schedule start and end dates to avoid manually enabling/disabling.



Mobile Sync

Access your email, calendar, and contacts from anywhere using the Outlook mobile app, with changes syncing seamlessly across all your devices.



During our hands-on lab session, you'll configure these advanced features to create your own productivity system that saves time and reduces email stress.

Hands-On Labs

Lab 1: Interface Navigation (5 minutes)

Explore the navigation bar, customize the folder pane, and adjust the reading pane position to find your optimal setup.

Lab 3: Calendar Mastery (8 minutes)

Create meetings with attendees, schedule recurring events, and explore different calendar views for time management.

Lab 2: Email Management (10 minutes)

Compose formatted emails, create color categories for organization, set up an automatic rule, and practice advanced search techniques.

Lab 4: Power Features (7 minutes)

Configure Quick Steps for common actions, set up Out of Office messages, and practice essential keyboard shortcuts to speed up your workflow.

These interactive labs give you hands-on practice with what you've learned. You'll work at your own pace with instructor guidance available when needed. By the end of these exercises, you'll have the practical skills and confidence to effectively use Outlook in your daily work.