COURSE SYLLABUS

Outlook Bootcamp (Self-Paced)

Pick up Outlook skills from the ground up all the way through the advanced stuff, including building contacts and groups, running your calendar, juggling mailboxes and activities, and putting automations to work for you.

> Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/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)

This self-paced class focuses on using Outlook effectively for daily tasks and preparing you to become a Microsoft Office Specialist: Outlook Associate. By the end, you'll know how to automate email management, organize your calendar, manage large volumes of email, schedule efficiently, and keep your contacts organized—all aimed at saving you time and increasing productivity.

- Customizing Outlook settings
- Managing messages
- Organizing and managing calendars
- Working with notes, tasks, and journals
- Managing contacts and groups

Microsoft Outlook Level II (Self-Paced)

This self-paced course covers everything you need to know to configure your mail accounts, perform advanced searches, control spam using filters, automate tasks with rules, and master calendar and contact management. Customize your Outlook setup to suit your unique workflow.

- Edit messages and configure global settings
- Customize calendar settings and manage contacts and groups
- Organize and search for messages
- Handle mailboxes efficiently

- Manage tasks and activities
- Automate message management
- Share workspaces and collaborate effectively