

# Microsoft Outlook 365

GoSkills online course syllabus

Thursday, November 21, 2024

**Skill level**

Beginner

**Lessons**

46

**Pre-requisites**

None

**Versions supported**

365, 2021

**Video duration**

2h 37m

**Estimated study time**

22h for all materials

**Instructor**

Andy Lanning

## Introduction

---

- 1 Outlook Desktop vs Office.com**  
A comparison of the Outlook interface when using the desktop version vs the Office.com version (which is constantly changing). Note: This course is based on the Desktop version.
- 2 Screen Overview, Ribbon options**  
A must-see video about the Outlook screen interface and how you can manage it to suit your needs.
- 3 Shortcut Keys and Quick Access Toolbar**  
This is a guide to getting the quickest keyboard commands and buttons to work in your favor.
- 4 Managing a Digital Office**  
A quick review of turning a paper office into a digital office and how the similar rules apply.
- 5 Drag and Drop Magic**  
This is possibly the BEST trick inside Outlook! Stop typing everything - just drag and drop it!
- 6 A Second Window for Clarity**  
How to separate your email screen and Calendar screen to view side-by-side with a second window.

## Email - Send and Receive

---

- 7 Email Do's and Don'ts**  
This lesson reviews the professional art of sending emails and what to do and what not to do.

**8** Autofill Email Contacts  
Using the To button vs To line, CC and BCC to AutoFill email addresses

**9** Email Signatures  
Signatures can show your name and contact info or an informational disclaimer. This lesson teaches how to create multiple versions and choose which one you need at that moment.

**10** Handling Attachments  
Attaching files to emails within Outlook is as easy as clicking a button, or clicking and dragging.

**11** Recall a Message  
How to rescind a message that has already been sent.

**12** Quick Steps Gallery  
Quick Steps are a way to set up a 'work flow' of a redundant process. It's one of the best-kept secrets in Outlook!

## Email - Organize and Manage

---

**13** Email Options  
Outlook Email Options allow you to customize your send/receive settings and many other available options.

**14** View Ribbon Features  
This lesson will help you control your email screen interface and which panels you want to see.

**15** View Ribbon, Change View Settings  
After getting your Inbox View set to your preferences, you can apply that structure to all your folders. It's a huge time saver!

**16** View Ribbon, Inbox Sticky Notes  
This is an advanced lesson on creating little notes directly in your Inbox to provide at-a-glance details about important messages.

**17** Groups and Conversations  
Keeping like-minded emails together can be helpful, and sometimes not. This lesson shows you the options and how easy it is to adjust grouping settings.

**18** Search For and Color Code Emails  
Two great tips on how to use search and conditional formatting to quickly find any email in your Inbox.

**19** Follow-up Flags and Categories  
If you'd like to create visual signals for yourself for follow-up actions or to tag messages for various purposes, Flags and Categories can be great solutions.

**20** Folders and Search Folders  
Automated and Customized Search options based on your own preferences.

**21** Rules and Alerts  
This lesson will teach you how to apply advanced filters to screen and process your emails as they arrive.

## Calendar

---

**22** Views, Colors, Side-by-Side, and Overlay  
This lesson shows how to view multiple calendars and manage them as your appointments overlap.

**23** Calendar Display Options  
Learn how to customize your Calendar interface with advanced settings, including time zones and Holidays.

**24** Appointments, Meetings, Teams Meetings, and Events  
Learn the difference between appointments and events, and how to schedule other events like Focus time and Teams meetings.

**25** Schedule View and Assistant  
Handling multiple schedules can be confusing, so the Schedule View and Assistant help you view availability when booking people and resources for your meetings.

**26** Share and Manage Calendar Views  
Dealing with multiple calendars can be tricky, so we address how to add, share, and manage them.

**27** Color Code Appointments  
Let your important appointments pop on the screen by applying color, and then automate that color theme throughout your Calendar.

**28** Search the Calendar  
Find events within your Calendar can be done easily with a range of options and features.

**29** Printing and Calendar Best Practices  
Sometimes printing a calendar is helpful. This lesson shows the options and best practices for good scheduling.

## Contacts

---

**30** New Contacts  
Create a new contact using the three methods shown in this lesson.

- 31** **Contact Groups**  
Contact Groups are a fast way to tag a group of names onto an email To: line.
- 32** **Search Contacts and People**  
There are multiple ways to find people and search through Outlook for important contacts.
- 33** **Contact Folders and Groups**  
This lesson shows you how to organize your contacts into folders, and then create Groups of contacts for even more flexibility.
- 34** **Contact Categories**  
Contact Categories allows you to filter by color and control how you group the people you know.
- 35** **Contact Views**  
Change and Customize how you view your Contacts in order to find and manage them efficiently.
- 36** **Contacts Backup**  
This lesson teaches how to generate a much needed Contacts Backup and save it to your hard drive.

## Tasks and Notes

---

- 37** **Tasks, New and Recurring**  
Take your own to-do list and turn it into a series of Tasks that are easy to manage and complete within Outlook
- 38** **Assign Tasks, Change View**  
Get help with your to-do list, assign tasks to your helpers, and use Task views to see their progress.
- 39** **Task To-Do Bar**  
The Task To-Do Bar provides a customizable view for your task list.
- 40** **Using Notes**  
Notes are short and sweet little nuggets of info, stored within Outlook... or elsewhere!

## Advanced Features

---

- 41** **Send Email to a OneNote page**  
Microsoft OneNote is a notebook app that can receive Outlook emails as a page with just one button click.

## 42 Translate and Read Aloud

Outlook can read messages aloud and translate to the language of your choice.

## 43 Back-Office Management

Managing the Outlook Back Office allows you to add multiple email accounts, keep your folders at a reasonable size, and set up your Outlook preferences as needed.

## 44 Archive Settings

Set up your Archive file location and time increments for cleaning up your Outlook content.

## 45 Store Emails Outside of Outlook

There comes a time to finish a project, but keep all the email correspondence 'outside' of Outlook. This helps to keep Outlook's file size small and nimble.

## 46 Email Merge to Contact Lists

Send one email message to multiple contacts without using the cc or bcc lines. Each contact will receive their own copy of your message.

[Go to GoSkills.com](https://www.goskills.com)