



Advanced O365 Outlook

Course Duration:

3 Hours / 1 Session

1 Manage meetings

- Manage Meeting requests
- Schedule an online Zoom meeting
- Attach a file to a meeting invitation
- Take outlook meeting notes using OneNote

2 Manage calendars

- Search for calendar items
- Create calendar groups
- Open and view multiple calendars
- Email, share or print your calendar

3 Manage to do lists

- Create, edit, and complete tasks
- Task assign
- View tasks and your to do list

4 Collaborate with others

- Allow someone else to manage your mail, calendar or contact
- Manage another person's mail and calendar items

5 Shortcuts and timesavers for your favorite email

- Get to your inbox fast
- Stop hunting for attachments
- Where's the Bcc field?
- Get rid of outdated Auto-Complete addresses
- Lightning-fast shortcuts for search
- Set an Automatic Reply for your vacation
- Automate common or repetitive tasks with Quick Steps
- Ignore all email messages in a conversation
- Smart Lookup
- Jump around Outlook with ease

6 Additional Topics

- OneDrive integration
- Group creation and usage
- Manage multiple accounts