

Microsoft Outlook Course Online

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

For more information, visit

<https://cl.nobledesktop.com/tech/courses/outlook-bootcamp>



Course Outline

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This package includes these courses

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

Microsoft Outlook Level I Course Online

This one-day class concentrates on how to use Outlook quickly and effectively for daily work tasks or to become an Official Microsoft Certified Outlook Specialist. 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.

Microsoft Outlook Level II Course Online

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.