COURSE SYLLABUS

Outlook Bootcamp Online

Cover everything from basic to advanced Outlook skills, including contact and group creation, calendar management, mailbox organization, and automation tools that make your workflow run a lot more smoothly.

> Group classes (Live Online) and onsite training are available for this course. For more information, email partnerships@vdci.edu or visit: https://vdci.edu/courses/outlook-bootcamp-online



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Course Outline

This package includes these courses

- Outlook Fundamentals Course Online (6 Hours)
- Outlook Intermediate Course Online (6 Hours)

Outlook Fundamentals Course Online

This course is designed to help you use Outlook more effectively in your day-to-day work and get you ready to earn your Microsoft Office Specialist: Outlook Associate credential. You'll come away knowing how to automate email management, stay on top of a high volume of messages, schedule more efficiently, and keep your contacts organized, all while saving time and getting more done.

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

Outlook Intermediate Course Online

Get a thorough handle on Outlook with this course, covering everything from configuring mail accounts and running advanced searches to filtering spam, automating tasks with rules, and mastering calendar and contact management. You'll finish with an Outlook setup that works the way you do.

- Edit messages and dial in your global settings to suit your preferences
- Customize your calendar settings and keep your contacts and groups well organized
- Sort through and search for messages without wasting time
- Handle your mailboxes efficiently so everything stays under control

- Stay on top of tasks and activities as they come in
- Take the manual work out of message management with automation
- Share workspaces and collaborate with your team without missing a beat