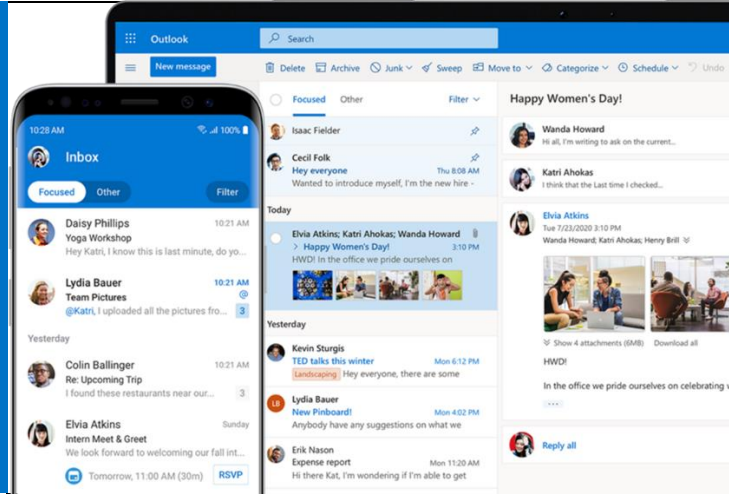# MADE180

Microsoft Outlook: Essentials

Learn to manage emails and bring your ideas to life with this beginner to advanced Microsoft Outlook Course.

- Confidently use Microsoft Outlook in the workplace

- Understand the essential skills employers expect

- Apply best practices to your work

- Achieve confidence and job satisfaction through practice

What you'll learn

- How to get set up in Outlook
- Some useful Outlook keyboard shortcuts
- All about sending and receiving emails
- How to customize your mailbox and view
- How to search in Outlook
- How to organize and manage your mail
- How to effectively deal with Junk Mail
- Attaching files, photos, and graphics in Outlook
- About recalling a message
- How to use signatures and voting buttons
- How to best use, add to, and manage contacts
- Working with the Outlook Calendar, including creating meetings and appointments
- How to share Calendars with colleagues
- How to use Tasks in Outlook
- How to create Notes and link Outlook to OneNote
- How to print the right thing in Outlook

Who this course is for:

- Anyone new to Microsoft Office or upgrading from a previous version

- Anyone looking to improve their productivity by mastering MS Outlook

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