Advanced O365 Outlook and Email Security Course Overview

Course Duration:
3 Hours / 1 Session

Part I: Microsoft Outlook Training by Welkin (2.5 hrs)

1. Manage meetings
   - View and customize calendars
   - Schedule appointments
   - Manage Meeting requests
   - Schedule an online Skype for Business 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
   - Create and conduct email polls
   - 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   - Get rid of outdated Auto-Complete addresses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
   - Rules and junk email filtering
   - OneDrive integration
   - Group creation and usage
   - Share folder sharing
   - Focus inbox and conversation mode
   - Manage multiple accounts

Part II: ITSC staff (0.5 hrs)

7. Email security features and issues