

## CONTINUING EDUCATION

### COURSE OUTLINE – Microsoft Outlook Online

**INSTRUCTOR:** Self-paced                      **PHONE:** 780-539-2975  
**OFFICE:** M105                                      **E-MAIL:** ce@gprc.ab.ca

**PREREQUISITE(S):** None

**LEARNING TOOLS AND RESOURCES:** Course materials are supplied.

#### **CALENDAR DESCRIPTION:**

Microsoft Outlook Online is the cloud-based version of Microsoft's information management application. This course is intended to help all novice computer users get up to speed with Outlook Online quickly. By the end of this course, students should be comfortable using Outlook Online in their day-to-day workflow. Key learning areas will include creating and sending messages, managing contacts, using the calendar, and managing tasks.

*\***Pre-Requisite:** You should complete the first part of our Office 365 courseware or be familiar with Office 365 before beginning this program. In order to complete this course, you will require an Office 365 account.*

**COURSE LENGTH:** 24 hours

**DELIVERY MODE:** Online Self-paced

**TRANSFERABILITY:** N/A

#### **GRADING CRITERIA:**

Upon completion of the course, you will receive an Acknowledgement of Course Completion certificate.

**EVALUATIONS:** Successful completion of a written Evaluation of Learning (minimum 70%).

**STUDENT RESPONSIBILITIES:** Completion of practice lessons and assessments.

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

Dates vary (refer to website for current availability).

**COURSE CONTENT**

**Lesson 1: Getting Started**

- Getting Started with Outlook Online
- The Outlook Online Workspaces
- Viewing Email Messages
- Customizing Outlook

**Lesson 2: Working With Email Messages**

- Creating and Sending Email Messages
- Responding to Messages
- Adding Items to a Message
- Managing Messages

**Lesson 3: Organizing Email**

- Managing Folders
- Using Categories
- Using Viewing Tools
- Cleaning Up Messages

**Lesson 4: Using the Calendar Workspace**

- Getting Started
- Working with Events
- Using the Event Window
- Using Shared Calendars

**Lesson 5: Using the People Workspace**

- Getting Started
- Working with Contacts
- Using Contact Lists

**Lesson 6: Using the Tasks Workspace**

- Getting Started
- Working with Tasks
- Managing Tasks