

E-LEARNING - OUTLOOK 365 E-MAIL

PRODUCT INFORMATION

Outlook is the email program included in your Office suite. In addition, you can use the Outlook address book to manage your contacts, manage your appointments with the calendar, or create and manage tasks. You can see that Outlook is more than just an email program. It helps you to organize your work and work efficiently. In this unit you will learn everything you need to know about writing, structuring and sending emails. You will also learn about other useful email functions and settings.



Parameters

| | |
|-----------------|----------------|
| Version | 4.2 |
| Duration | approx. 4:37 h |
| Release | 1 July 2020 |

Table of Contents

Email basics

Writing emails

Printing emails

Attachments

Inserting items

Using templates

Using Quick Parts

Email views

Views

Using the conversation view

Organizing emails

Structuring

Restoring and archiving items

Rules

Using Quick Steps

Working with folders

Working with categories

Searching for emails

Simple search

Search folders

Email options

Automatic replies while absent (out of office)

Settings

Managing email permissions
