E-LEARNING - OUTLOOK 365: CALENDAR, TASKS, PEOPLE AND MORE

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 calendars, tasks and people. In addition, you will learn how to interact with other Office applications and how to use Outlook on the go.

Parameters

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## Calendar and scheduling

- Views and general information
- Basic scheduling
- Booking appointments effectively
- Moving appointments and meetings
- Advanced calendar functions
- Managing calendar permissions

## Tasks

- Working with tasks
- Collaboration

## People

- Creating and managing contacts
- Contact groups
Interaction between the programs

Outlook and OneNote

Starting a chat from within Outlook

Planning and starting a Skype meeting

Planning and starting a Teams Meeting

Working with Office 365 Groups

Using Outlook while travelling

Using Outlook Online