

# Discover Outlook for the Web in Microsoft 365

Duration: 0,5 day

Audience: Pour tous

## Who is this training for?

This course is for anyone who primarily uses the Outlook for the web version and wants to learn concrete methods and techniques to better manage their emails and save time with Outlook for the web.

## Training objectives

- Develop best practices in email management
- Learn how to manage the calendar
- Learn how to manage tasks with the To Do tool

## Summary

The online version of Outlook offers a different experience than the desktop version. In this course, designed for learners who use the online version, you will become familiar with Outlook as well as effective time management practices.

## Course outline

### Time Management

- Moving from Time Management to Effective Use of Time
- Nine Essential Time Management Skills
- The Consequences of Dispersion
- The Importance of Tracking in Time Management
- The Usefulness and Benefits of Outlook Daily and Weekly Scheduling
- Exploring the Outlook Interface in the Microsoft 365 Environment
- Changing the various settings (viewing, themes, mail, calendar, etc.)
- Work with teams • Work with sent and received emails
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Manage and organize emails

- Work with calendar
- Work with contacts
- Work with to-do list

## **Approach and methodology**

- Presentations
- Demonstrations
- Facilitated and individual exercises

## **Prerequisites**

Using the Outlook for the web version with Microsoft 365

## **Recommendations**

Knowledge of the Microsoft 365 environment (including OneDrive and Teams) is highly recommended.