

Microsoft Outlook 365: Getting Started

Welcome

Microsoft Outlook 365 Getting Started

Live Online

Trainer: Simon Meaker ssm38@uis.cam.ac.uk
University Information Services – Training Services

service-desk@uis.cam.ac.uk

Welcome

- Please unmute your mic and turn your camera on and say hello.
- Please ask questions.
- Tell me once you have finished a practical activity, then we can all move on.

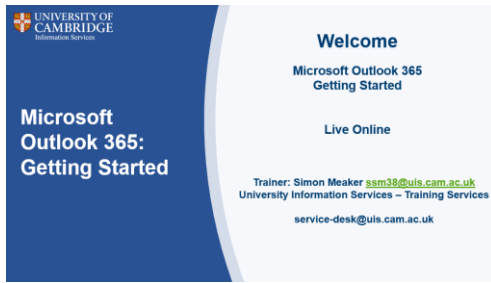
Course Information

Objectives

- To introduce you to the basics of Microsoft Outlook 365
- Duration
- Delivery Style – demonstrations and practical's

General Information

- Please fill in the Feedback form at the end of the course <http://feedback.training.cam.ac.uk/uis>
- Please ask questions
(This is your course and I want you to get as much as you can out of it)
- If you need assistance with the practical's let me know and we can have a separate Quick Meeting and share desktops



Slides



Handouts



Learning Paths



General Information

Course Material

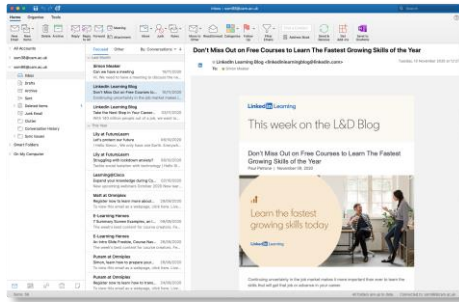
Course Information

Related Courses

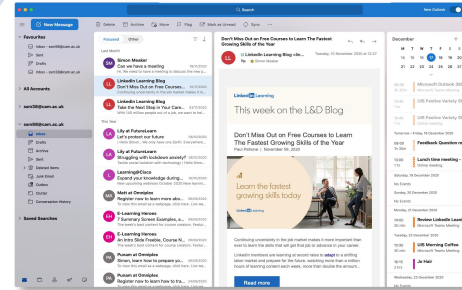
www.linkedin.com/learning

[UoC: Outlook 365 - Email Essentials and Tips](#)

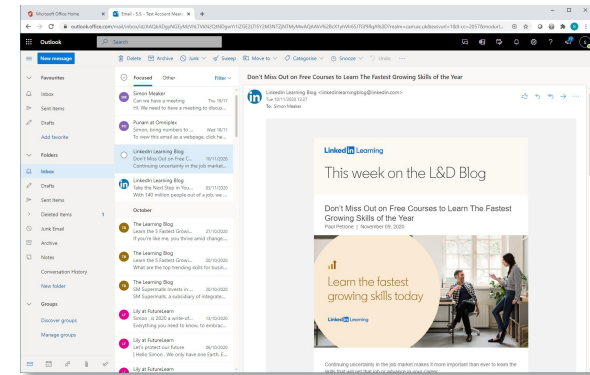
[UoC: Outlook 365 - Calendar, Contacts and Tasks](#)



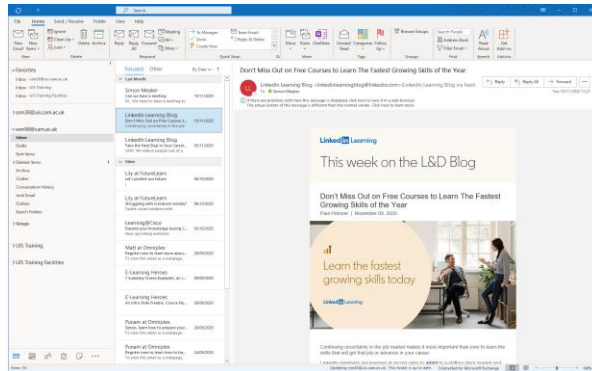
Mac Desktop
(Old Interface)



Mac Desktop
(New Interface)



Online used on
a web browser



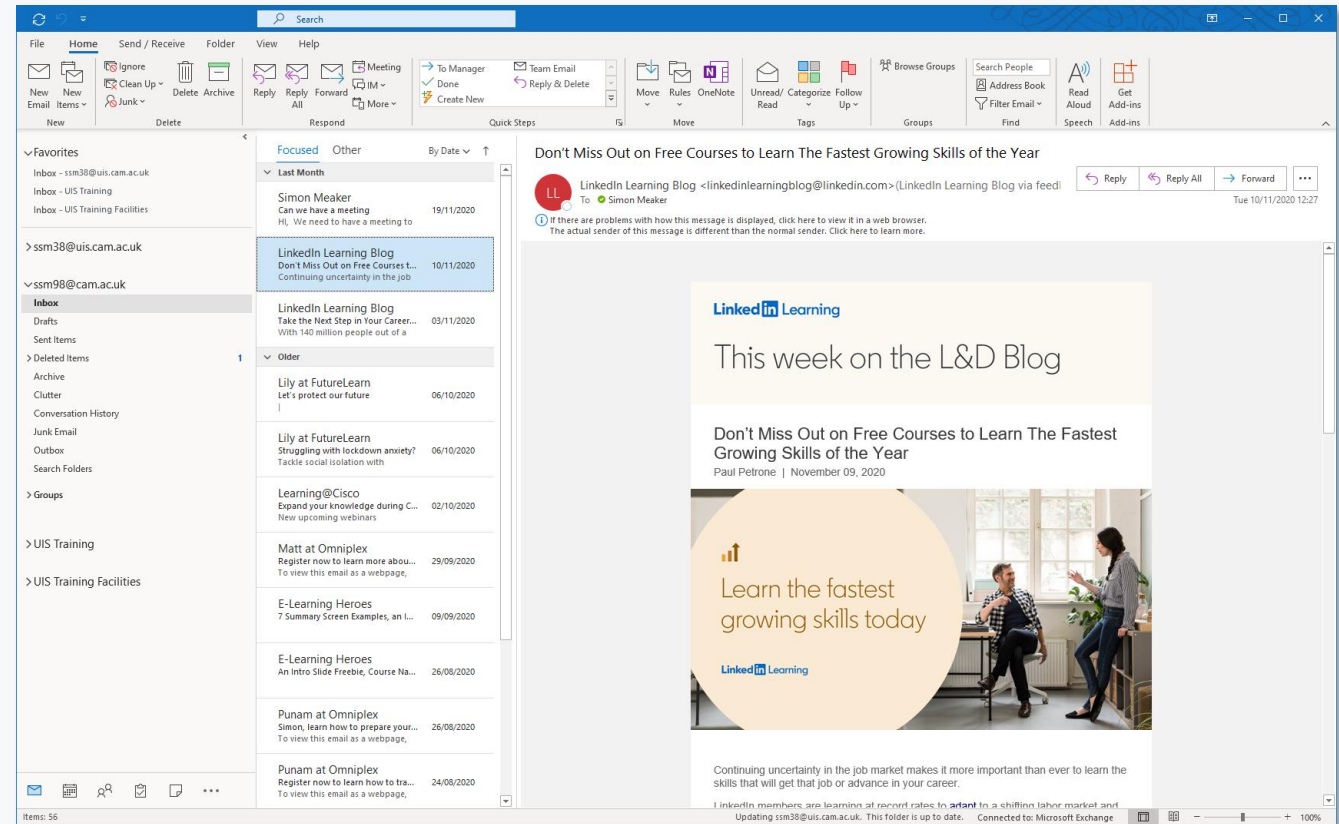
Windows Desktop

General Information

Which version are you using?

Which version
Are you using?

Windows Desktop

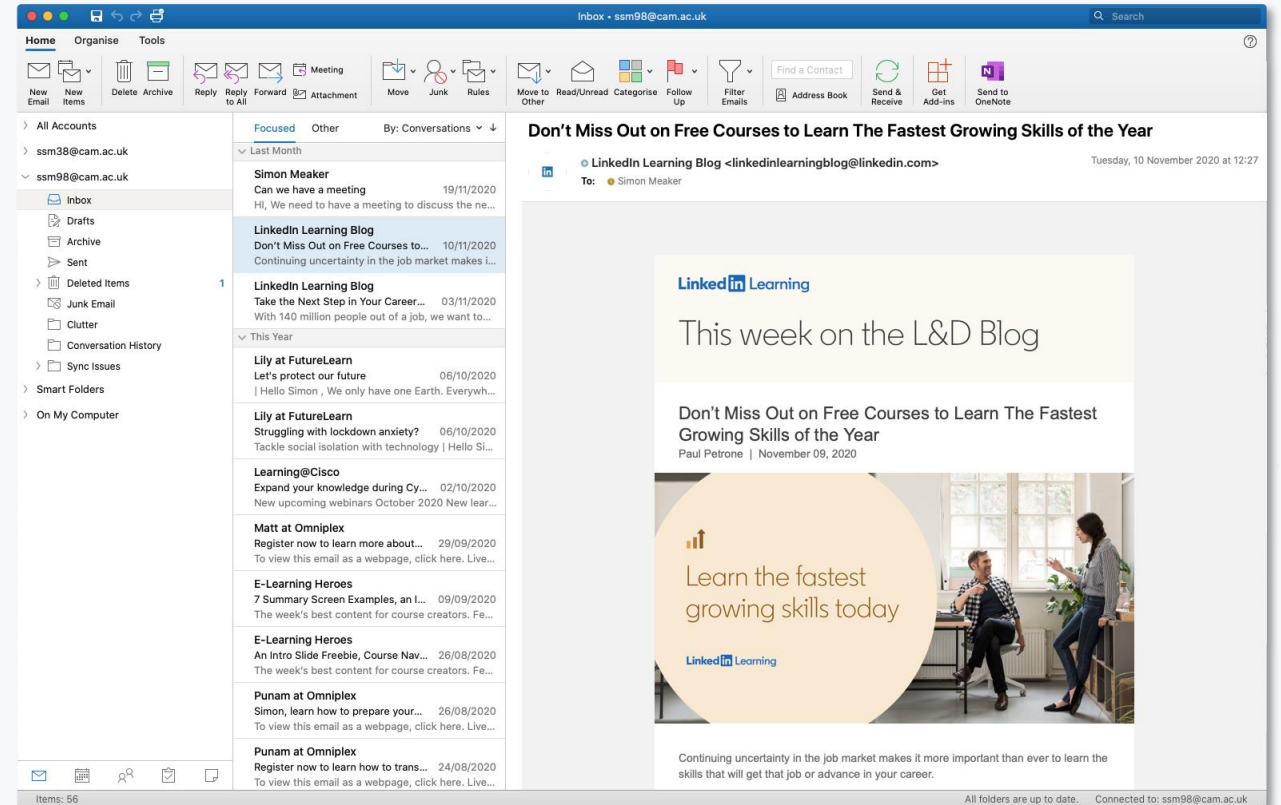


Learning Paths

UoC: Outlook 365 - Email Essentials and Tips
UoC: Outlook 365 - Calendar, Contacts and Tasks

Which version Are you using?

Mac Desktop (Old Interface)



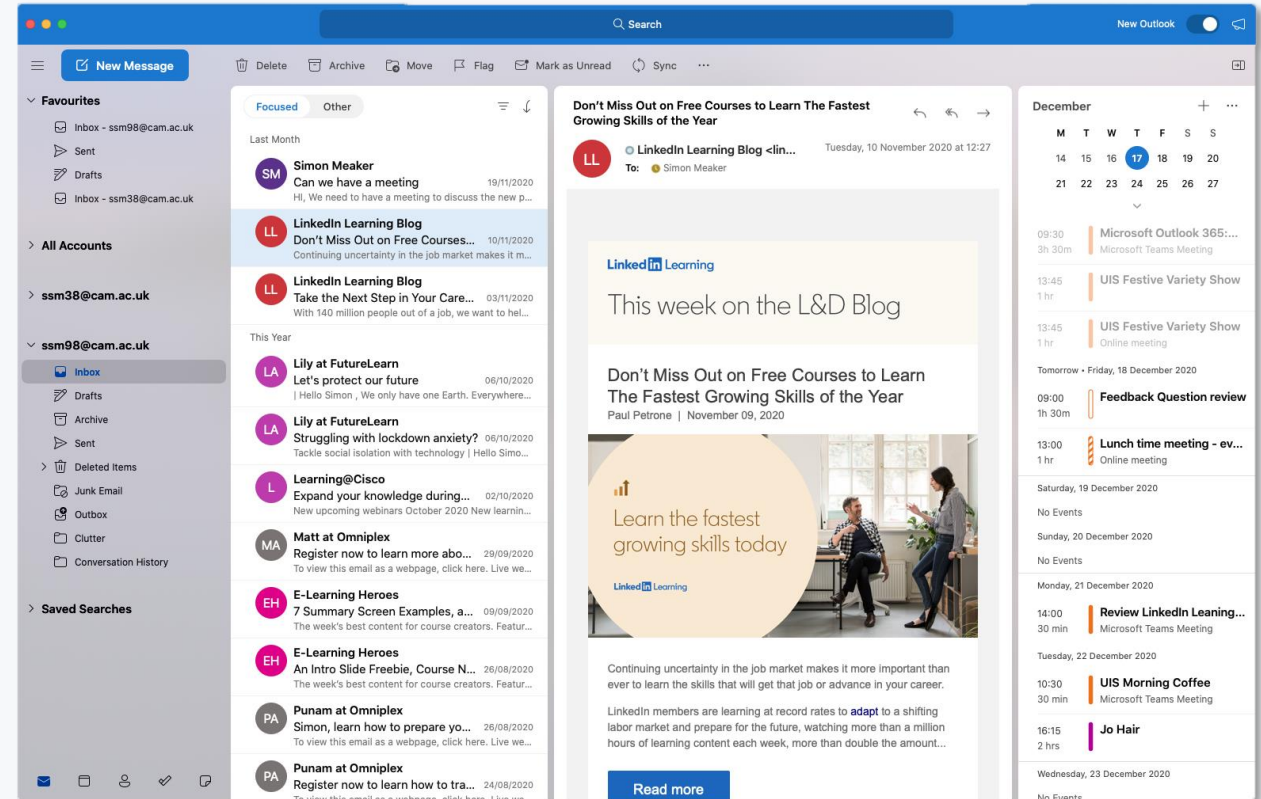
Learning Paths

UoC: Outlook 365 for Mac OS 10.14.6 Mojave or earlier - Email Essentials and Tips

UoC: Outlook 365 for Mac OS 10.14.6 Mojave or earlier - Outlook Calendar, Contacts and Tasks

Which version Are you using?

Mac Desktop (New Interface)



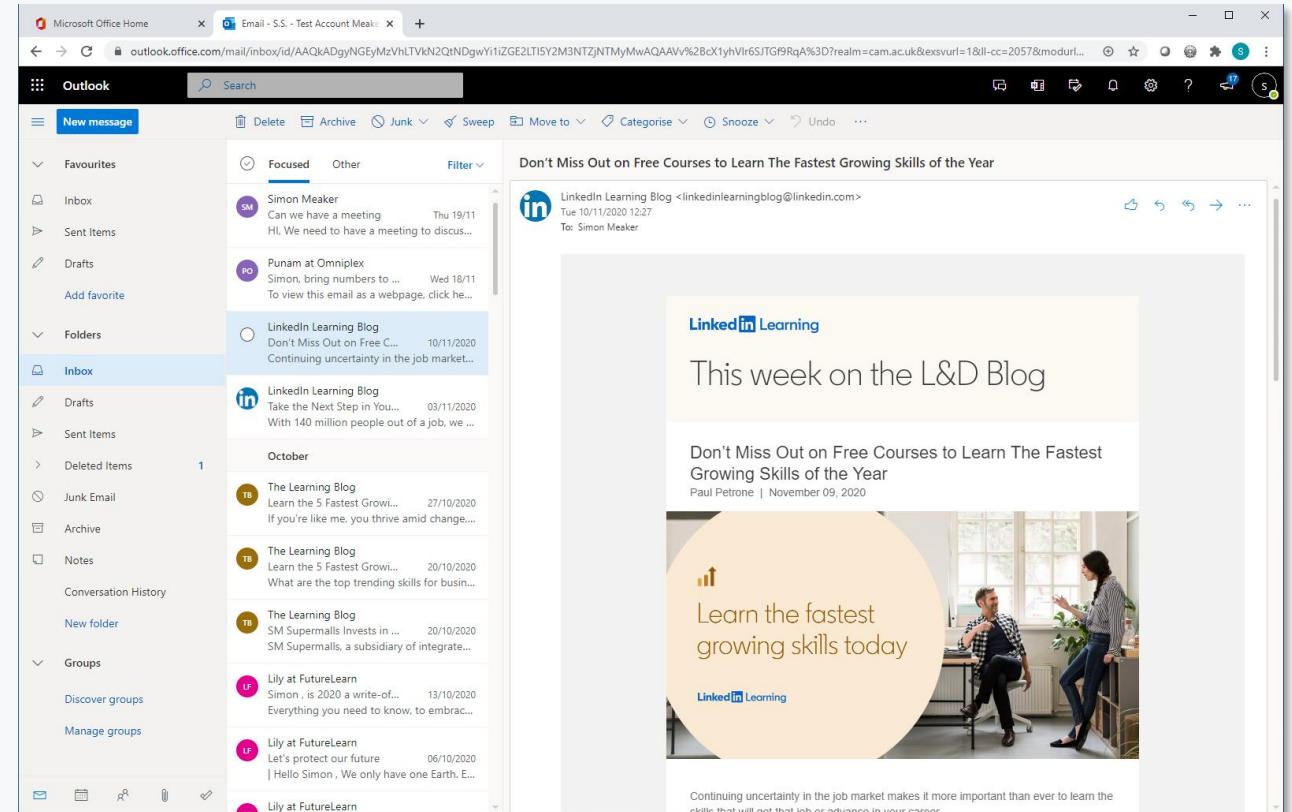
Learning Paths

[UoC: Outlook 365 for Mac OS 10.15.6 Catalina or beyond - Email Essentials and Tips](#)

[UoC: Outlook 365 for Mac OS 10.15.6 Catalina or beyond - Outlook Calendar, Contacts and Tasks](#)

Which version Are you using?

Online Version used on a web browser



Learning Paths

[UoC: Outlook 365 On The Web - Email Essentials and Tips](#)

[UoC: Outlook 365 On The Web - Calendar, Contacts and Tasks](#)

Microsoft Outlook 365: Getting Started

Course Topics

Introduction To The Interface

Reading Mail

Filtering and Searching for Email

Sending Mail

Working With The Calendar

Working With People

The Options Panel and Automatic Replies

Microsoft Outlook 365: The Interface

Introduction To The Interface

Topics

Ribbon

File Backstage view

Folder Pane

Navigation Bar

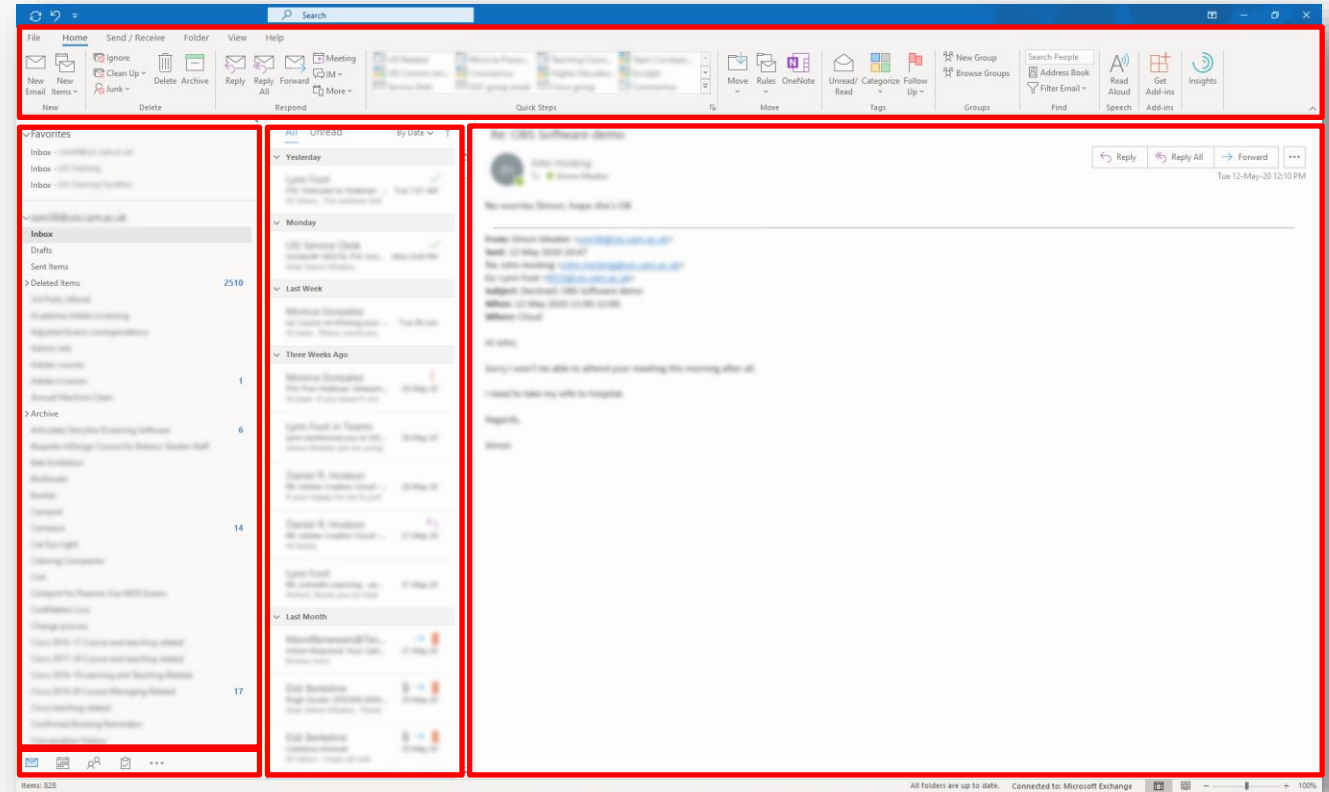
Inbox

Reading Pane

Layout Options

Microsoft Outlook 365: The Interface

Demo



Microsoft Outlook 365: The Interface

Practice

Change Ribbon from Simplified to Classic

Look at the File Backstage view

Familiarise yourself with the Folder Pane

Familiarise yourself with the Navigation Bar

Familiarise yourself with the Inbox

Familiarise yourself with the Reading Pane

Test out the Layout Options

Microsoft Outlook 365: The Interface

In Your Own Time

Learning Path:

[UoC: Outlook 365 - Email Essentials and Tips](#)

Video's:

What can you do with Outlook?

Navigate the interface

Access the keyboard shortcuts

Microsoft Outlook 365: Reading Mail

Reading Mail

Topics

Focused or not focused

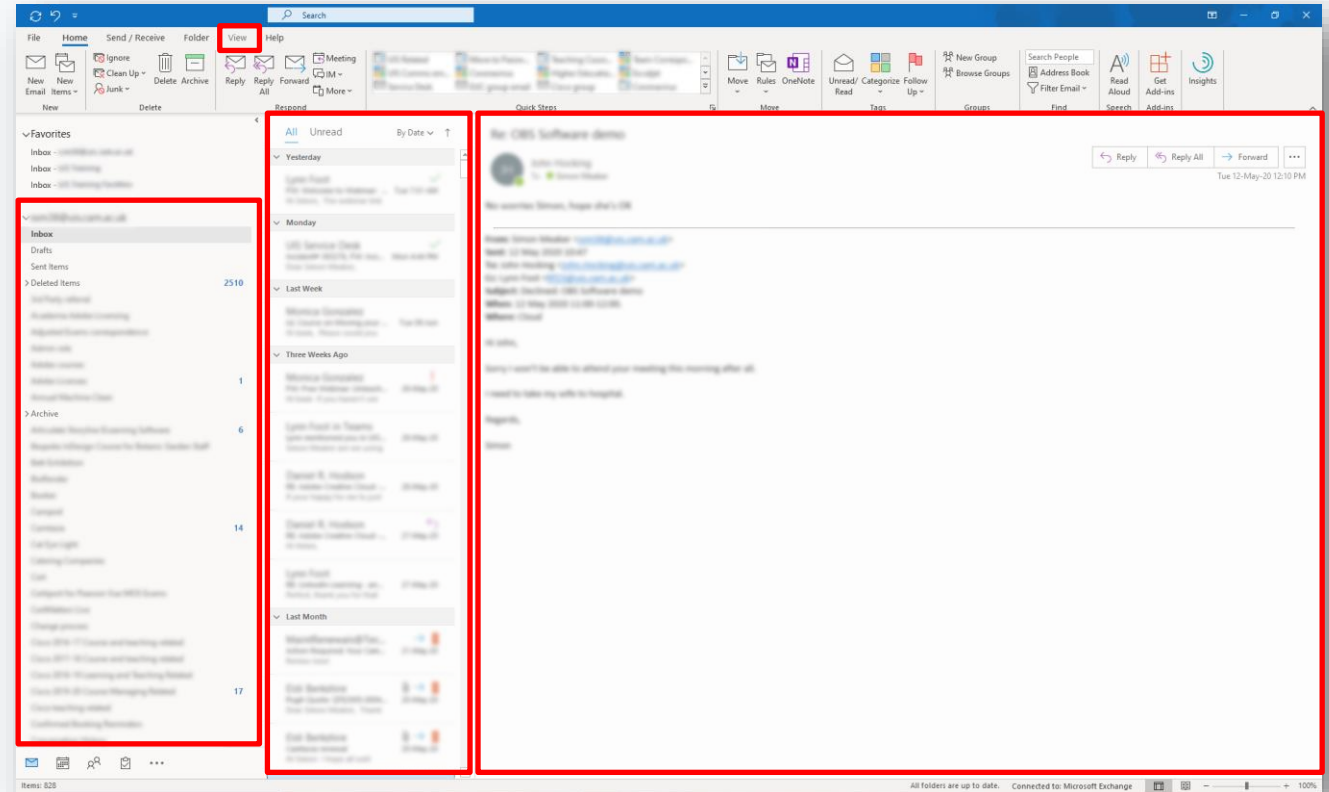
View by conversation

Creating Folders

Speed read with the spacebar

Microsoft Outlook 365: Reading Mail

Demo



Microsoft Outlook 365: Reading Mail

Practice

Turn the Focused Inbox Off and On

Toggle View by conversation Off and On

Create some Folders

Move some mail into a Folder you have created

Microsoft Outlook 365: Reading Mail

In Your Own Time

Learning Path:

[UoC: Outlook 365 - Email Essentials and Tips](#)

Video's:

Ignore conversations and flag mail as junk
Delete, restore, and archive mail

Microsoft Outlook 365: Filtering and Searching for Email

Filtering and Searching for Email

Topics

Sorting and searching

Marking your mail with Categories

Flagging your mail

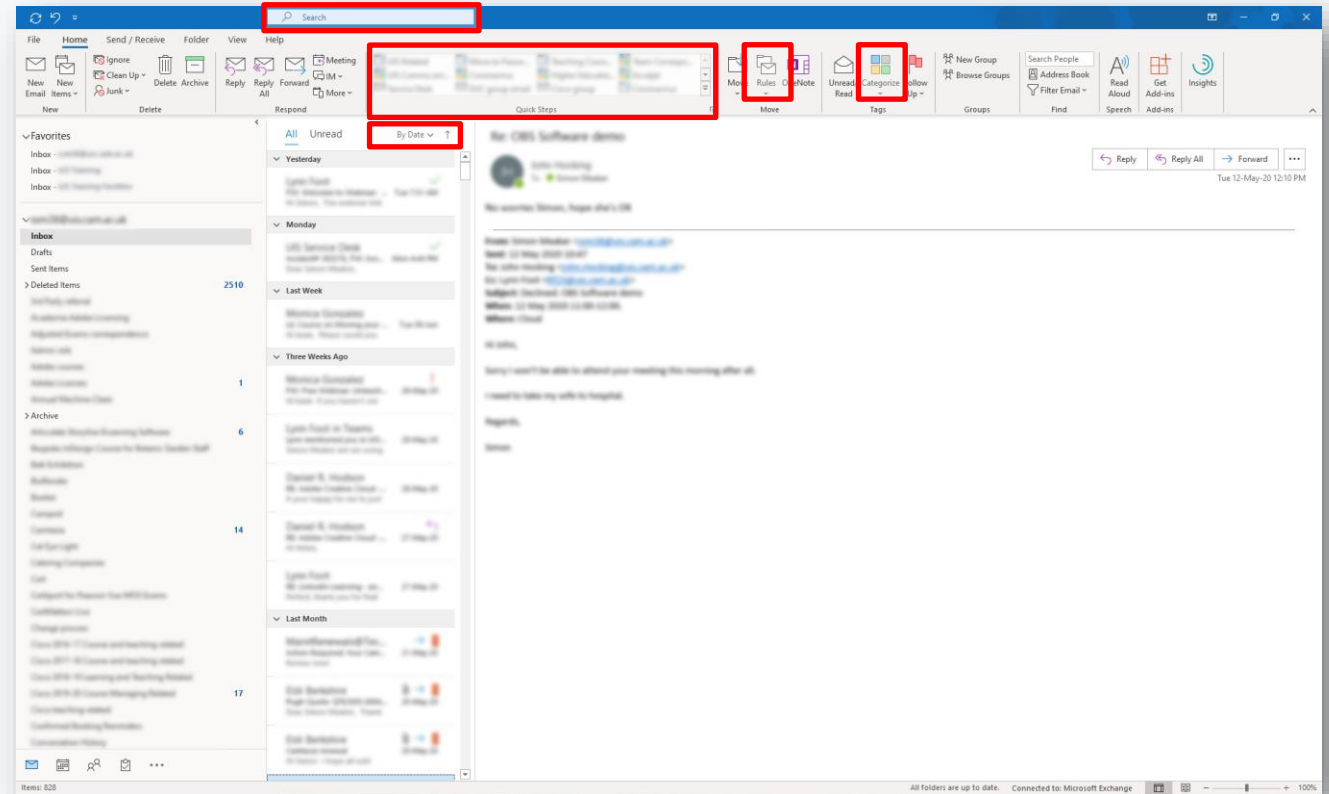
Quick Steps

Mail Rules

Search Folders

Microsoft Outlook 365: Filtering and Searching for Email

Demo



Microsoft Outlook 365: Filtering and Searching for Email

Practice

Make a new Category

Mark some of your mail with Categories

Flag some mail

Microsoft Outlook 365: Filtering and Searching for Email

Practice

Make a Quick Step

Make a Mail Rule

Microsoft Outlook 365: Filtering and Searching for Email

Practice

Sort your Inbox by Flag Status, Category, From and To

Reset your Inbox to sorted by Date, Newest on Top

Use the Search box to find mail

Create a Search Folder

Microsoft Outlook 365: Filtering and Searching for Email

In Your Own Time

Learning Path:

[UoC: Outlook 365 - Email Essentials and Tips](#)

Video's:

Using filters and the People pane

Search mail

Create search folders

[LiL Outlook: Automating Your Email with Mail Rules](#)



Microsoft Outlook 365: Sending Mail

Sending Mail

Topics

Create and format a new message

Request delivery and read receipts

Attaching Files and adding a Signature

BCC

Marking as Important

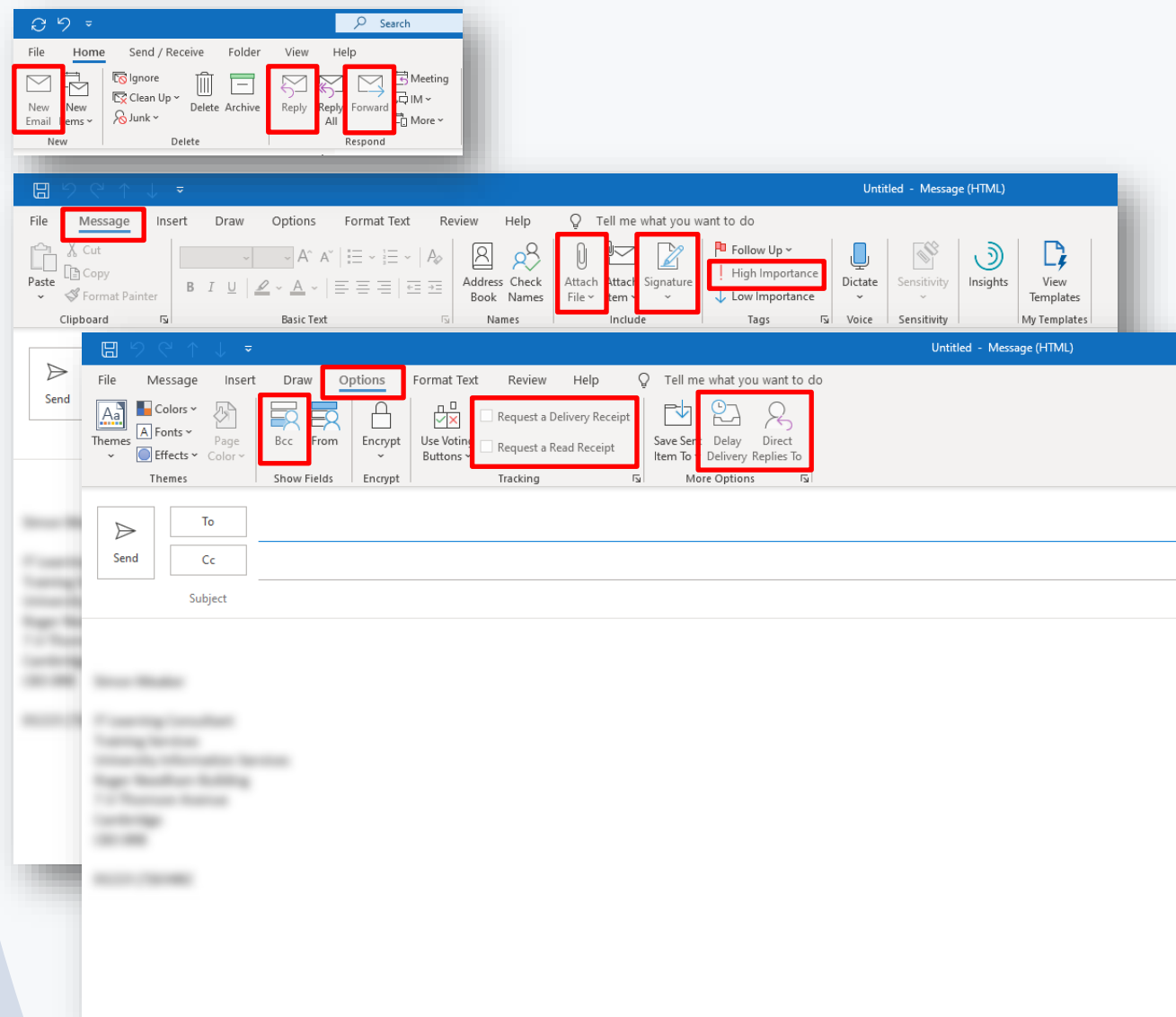
Delay Delivery

Quick Parts and Templates



Microsoft Outlook 365: Sending Mail

Demo



Microsoft Outlook 365: Sending Mail

Practice

Create and format a new message

Create a signature

Request delivery and read receipts

Attach a file

Activate the BCC field and add utbs.test@gmail.com

Mark the email as Important

Try saving an email message as a Quick Part

Try out the Templates feature

Microsoft Outlook 365: Sending Mail

In Your Own Time

Learning Path:

[UoC: Outlook 365 - Email Essentials and Tips](#)

Video's:

Add signatures

Create and use multiple signatures

Recall or resend a message

Explore more delivery options

Add a hyperlink to an email

Use @mentions to get someone's attention

Create voting buttons in a message

Make great use of your Drafts folder

Set your default address book

[Outlook: Email Signatures for Beginners](#)

Microsoft Outlook 365: Calendar

Working With The Calendar

Topics

Change the look of the calendar

Create Appointments

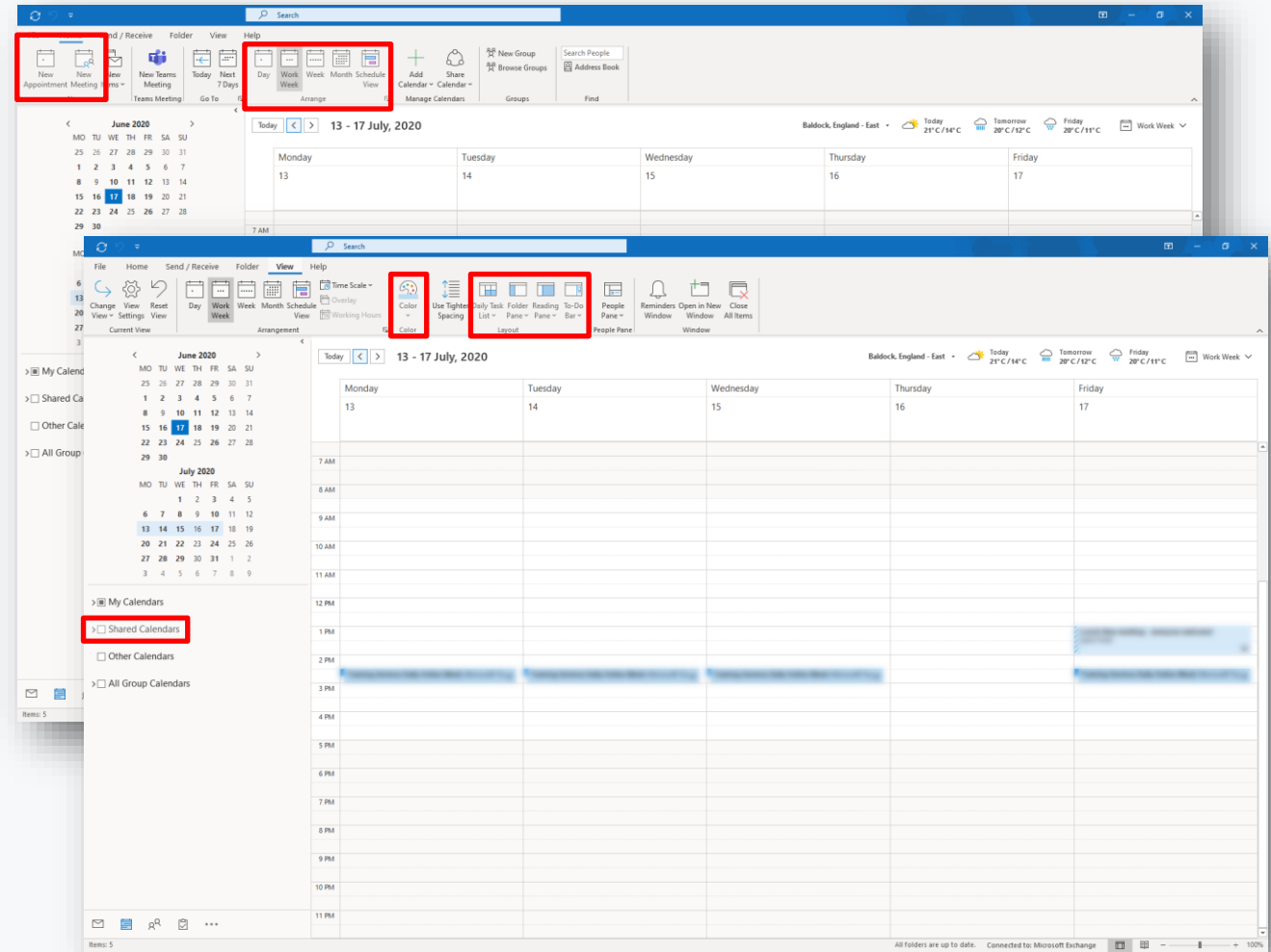
Create Meetings

Respond to a meeting invitation

Open other calendars

Microsoft Outlook 365: Calendar

Demo



Microsoft Outlook 365: Calendar

Practice

Change the look of your calendar

Create an appointment for yourself

Create a meeting and invite everyone on this course

Respond to the meeting invitation

Open another calendar

Microsoft Outlook 365: Calendar

In Your Own Time

Learning Path:

[UoC: Outlook 365 - Calendar, Contacts and Tasks](#)

Video's:

Chair a meeting

Respond to a meeting invitation

Reschedule appointments and meetings

Create and share additional calendars

Create new items with drag and drop

Microsoft Outlook 365: People

Working With People

Topics

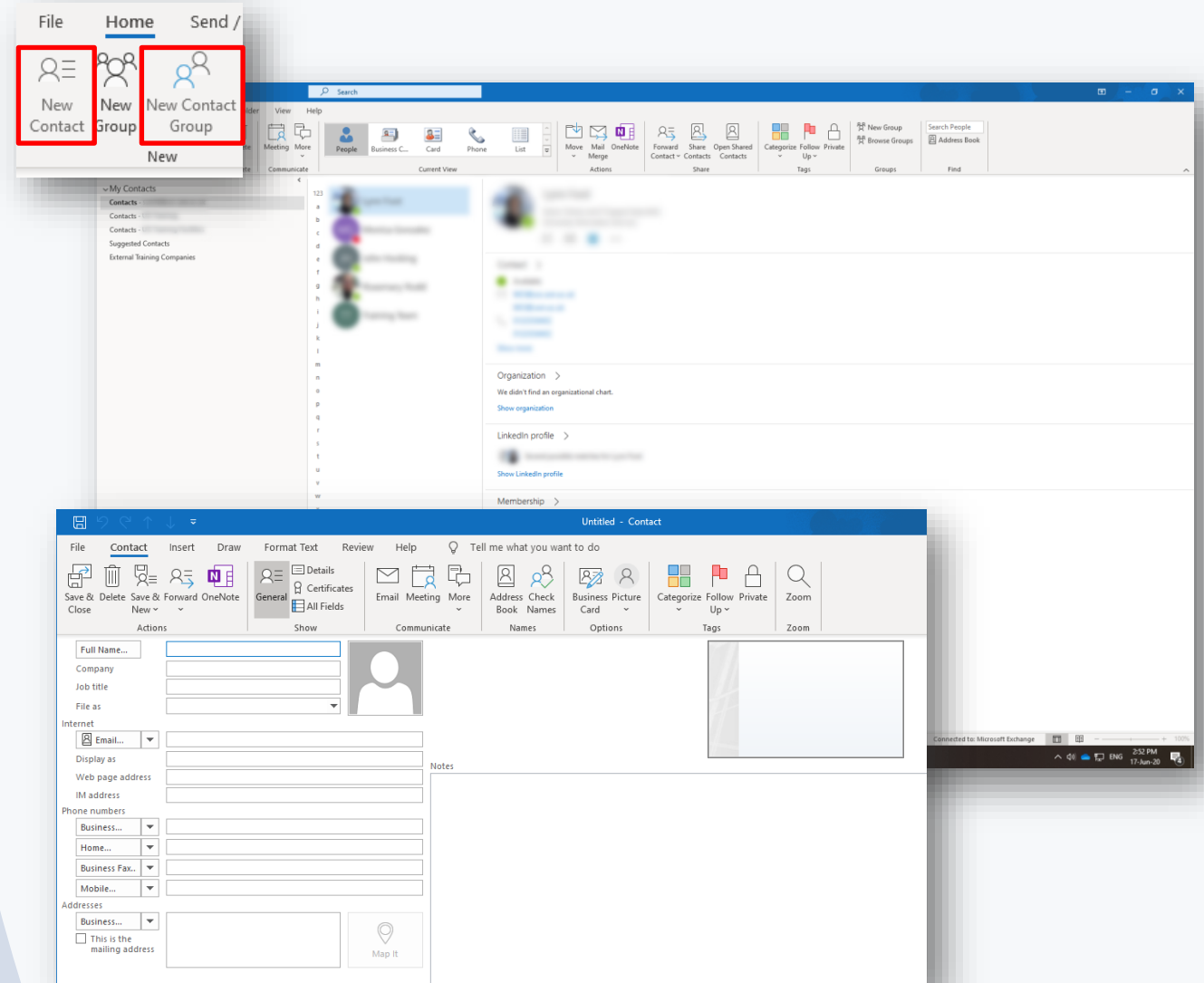
Creating Contacts

Creating a Contact Group

Emailing a Group

Microsoft Outlook 365: People

Demo



Microsoft Outlook 365: People

Practice

Create Contacts for the other people in this meeting

Create a Group of these contacts

Send an email to the group

Microsoft Outlook 365: People

In Your Own Time

Learning Path:

[UoC: Outlook 365 - Calendar, Contacts and Tasks](#)

Video's:

Make personal contacts private

Move contacts into folders

Create and assign tasks

Microsoft Outlook 365: Options

Outlook Options

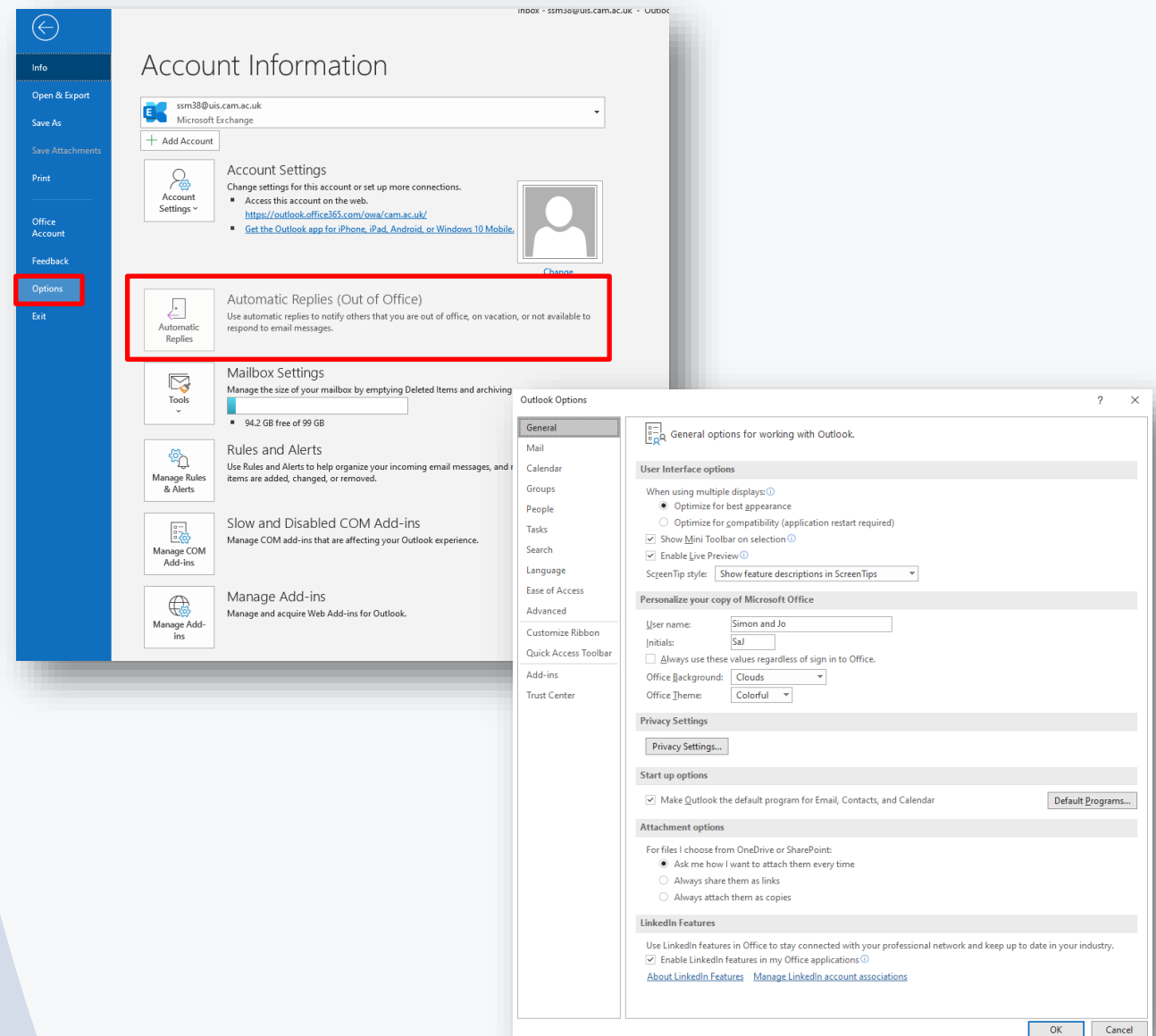
Topics

Automatic Replies

Outlook Options

Microsoft Outlook 365: Options

Demo



Microsoft Outlook 365: Options

Practice

Create an Automatic Reply

Review the Outlook Options

Microsoft Outlook 365: Options

In Your Own Time

Learning Path:

[UoC: Outlook 365 - Email Essentials and Tips](#)

Video's:

Send an out-of-office or autoreply email

Add delegates who can act on your behalf

Work offline

Set general Outlook options

Learning Path:

[UoC: Outlook 365 - Calendar, Contacts and Tasks](#)

Video's:

Show three time zones

Thank you



Trainer: Simon Meaker ssm38@uis.cam.ac.uk
University Information Services – Training Services

service-desk@uis.cam.ac.uk