Outlook - Find & Search

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 1.00 hours (1 days) **0.8 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Explore how to quickly locate email messages. Learn to use advanced efficiency features of Outlook.

About This Course

Explore how to quickly locate email messages. Learn to use advanced efficiency features of Outlook.

Detailed Course Outline

- Work with Color Categories and Flags
- Use Conditional Formatting
- Sort and Filter Emails
- Search and Find Emails
- Advanced Searches
- Organize Emails with Folders
- Organize Messages with Rules
- Create Advanced Rules

Upcoming Schedule

Available training dates for Outlook - Find & Search:

Start Date	End Date	Location	Delivery	Price
22 Dec 2026	22 Dec 2026	Online	Virtual	€49.00

Frequently Asked Questions

Q: What delivery options are available for Outlook - Find & Search?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Outlook - Find & Search course provides up to 0.8 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Outlook - Find & Search training?

The training takes place over 1 day(s), with each day lasting approximately 1.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Outlook - Find & Search?

Yes, we provide corporate training, dedicated training, and closed classes for Outlook - Find & Search. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Outlook - Find & Search?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Outlook - Find & Search training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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