Outlook - Part 1

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

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Related Exam: MO-400; Outlook Associate (Office 365 and Office 2019)

Course Overview

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create tasks and notes for yourself, and customize the Outlook interface to suit your working style. This course covers the Microsoft Office Specialist Program exam objectives to help you prepare for the Outlook Associate (Office 365 and Office 2019): Exam MO-400 certification exam.

About This Course

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Prerequisites & Entry Requirements

General Prerequisites:

- Basic computer literacy
- Basic PC operating system navigation skills
- Basic Internet usage skills
- Basic IP address knowledge

Learning Outcomes

Upon successful completion of this course, participants will be able to:

In this course, you will use Outlook to compose and handle your email communications and also manage your calendar, contacts, and tasks. You will: Navigate Outlook to read and respond to email. Use the Address Book and format and spell check new messages. Attach files and insert illustrations to messages. Customize read and response options. Use flags, categories, and folders to organize messages. Create and work with Contacts. Create appointments and schedule meetings in Calendar. Create and work with Tasks and Notes.

Detailed Course Outline

Getting Started with Outlook

- Navigate the Outlook Interface
- Work with Messages
- Access Outlook Help
- Outlook on the Web

Formatting Messages

- Add Message Recipients
- Check Spelling and Grammar
- Format Message Content

Working With Attachments and Illustrations

- Attach Files and Items
- Add Illustrations to Messages
- Manage Automatic Message Content

Customizing Message Options

- Customize Reading Options
- Track Messages
- Recall and Resend Messages

Organizing Messages

- Mark Messages
- Organize Messages Using Folders

Managing Contacts

- Create and Edit Contacts
- View and Print Contacts

Working With the Calendar

- View the Calendar
- Create Appointments
- Schedule Meetings
- Print the Calendar

Working With Tasks and Notes

- Create Tasks
- Create Notes

Microsoft Copilot Chat in Action

- What Is Microsoft Copilot Chat?
- The Magic Prompt Formula
- Work Smarter with AI

Upcoming Schedule

Available training dates for Outlook - Part 1:

Start Date	End Date	Location	Delivery	Price
25 Nov 2026	25 Nov 2026	Online	Virtual	€295.00
04 Jan 2027	04 Jan 2027	Online	Virtual	€295.00

Frequently Asked Questions

Q: What delivery options are available for Outlook - Part 1?

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: Which exam does this course prepare me for?

This course prepares you for the MO-400; Outlook Associate (Office 365 and Office 2019) official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

Q: How many CPD hours does this course provide?

The 1-day Outlook - Part 1 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Outlook - Part 1 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Outlook - Part 1?

Yes, we provide corporate training, dedicated training, and closed classes for Outlook - Part 1. 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 - Part 1?

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 - Part 1 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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