Outlook - Part 2

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 customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate mail management tasks, work with calendars and contacts, manage tasks, preserve data with archives and data files, as well as share and delegate access to your Outlook items. In short, you'll work with a wide range of features and options and, in so doing, understand why Outlook is a leading personal management system. This course builds upon the foundational knowledge presented in the Microsoft Outlook - Part 1 course and will help you customize a communication system well-suited to your work style. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Outlook Associate (Office 365 and Office 2019): Exam MO-400.

About This Course

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Prerequisites & Entry Requirements

General Prerequisites:

Outlook - Part 1 or equivalent experience.

Learning Outcomes

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

In this course, you will use Outlook’s advanced features to customize and manage your email communications, including using advanced features to organize emails; managing calendar settings and options; managing contact information; scheduling tasks; and managing Outlook archives and data file settings. You will: Insert objects in messages, and modify properties and global options. Organize, search, and manage messages. Protect your mailbox and manage its size. Use rules and Quick Steps to automate message management. Work with advanced calendar settings. Import and forward contacts. Assign delegate permissions and share Outlook items with others. Archive and back up Outlook items using data files.

Detailed Course Outline

Modifying Message Properties and Customizing Outlook

- Insert Hyperlinks and Symbols
- Modify Message Properties
- Add Email Accounts to Outlook
- Customize Outlook Options

Organizing, Searching, and Managing Messages

- Group and Sort Messages
- Filter and Manage Messages
- Search Outlook Items

Managing Your Mailbox

- Manage Junk Email Options
- Manage Your Mailbox Size

Automating Message Management

- Use Automatic Replies
- Use Rules to Organize Messages
- Create and Use Quick Steps

Working With Calendar Settings

- Set Advanced Calendar Options
- Create and Manage Additional Calendars
- Manage Meeting Responses

Managing Contacts

- Import and Export Contacts
- Use Electronic Business Cards
- Forward Contacts

Sharing Outlook Items

- Assign and Manage Tasks
- Share Your Calendar
- Share Your Contacts

Managing Outlook Data Files

- Use Archiving to Manage Mailbox Size
- Work with Outlook Data Files

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 2:

Start Date	End Date	Location	Delivery	Price
01 Dec 2026	01 Dec 2026	Online	Virtual	€295.00
11 Jan 2027	11 Jan 2027	Online	Virtual	€295.00

Frequently Asked Questions

Q: What delivery options are available for Outlook - Part 2?

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 2 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 2 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 2?

Yes, we provide corporate training, dedicated training, and closed classes for Outlook - Part 2. 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 2?

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 2 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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