Advanced O365 Outlook and Email Security

Course Duration:

3 Hours / 1 Session

Part I: Microsoft Outlook Training by Welkin (2.5 hrs)

1   Manage meetings
- View and customize calendars
- Schedule appointments
- Manage Meeting requests
- Schedule an online skype for business meeting
- Attach a file to a meeting invitation
- Take outlook meeting notes using OneNote

2   Manage calendars
- Search for calendar items
- Create calendar groups
- Open and view multiple calendars
- Email, share or print your calendar

3   Manage to do lists
- Create, edit, and complete tasks
- Task assign
- View tasks and your to do list

4   Collaborate with others
- Create and conduct email polls
- Allow someone else to manage your mail, calendar or contact
- Manage another person's mail and calendar items

5   Shortcuts and timesavers for your favorite email
- Get to your inbox fast
- Stop hunting for attachments
- Where's the Bcc field?
- Get rid of outdated Auto-Complete addresses
- Lightning-fast shortcuts for search
- Set an Automatic Reply for your vacation

- Automate common or repetitive tasks with Quick Steps
- Ignore all email messages in a conversation
- Smart Lookup
- Jump around Outlook with ease

6   Additional Topics
- Rules and junk email filtering
- OneDrive integration
- Group creation and usage
- Share folder sharing
- Focus inbox and conversation mode
- Manage multiple accounts

Part II: ITSC staff (0.5 hrs)
7   Email security features and issues