

# Introduction to Microsoft Outlook 2019 Training

**Course Duration: 08 Hours**

**Course Code: MSO-2019-INT**

## 1. Course Overview

This course provides a comprehensive introduction to Microsoft Outlook 2019, focusing on email management, calendar scheduling, contact organization, and task tracking. Learners will gain practical skills to improve communication, productivity, and time management in a professional environment.

## 2. What You'll Learn

- Navigate the Outlook 2019 interface
- Send, receive, and organize emails effectively
- Manage calendars, meetings, and appointments
- Create and manage contacts and contact groups
- Use tasks, notes, and reminders for productivity
- Apply email formatting, signatures, and rules
- Manage inbox using filters and folders

## 3. Target Audience

- Working professionals and office staff
- Administrative assistants and coordinators
- Students and beginners in IT or business roles
- Anyone looking to improve email and productivity skills

## 4. Pre-Requisites

- Basic knowledge of computers
- Familiarity with Windows operating system
- No prior experience with Outlook required

## 5. Course Content

### **Module 1: Introduction to Outlook 2019**

- Overview of Outlook features
- Navigating the interface

### **Module 2: Email Management**

- Composing and sending emails
- Managing inbox and folders
- Using CC, BCC, and attachments

### **Module 3: Calendar Management**

- Creating appointments and events
- Scheduling meetings
- Sharing calendars

### **Module 4: Contacts Management**

- Creating and editing contacts
- Creating contact groups

### **Module 5: Tasks and Notes**

- Creating and managing tasks
- Setting reminders
- Using notes

### **Module 6: Advanced Features**

- Creating rules and filters
- Email signatures and formatting
- Managing spam and junk emails

