

# Microsoft Outlook Foundation («MOGL»)

Learn how to use Microsoft Outlook from scratch in a one-day seminar. From managing e-mails, calendars, contacts, and tasks to other personal and business information.

**Duration:** 1 day

**Price:** 700.–

**Course documents:** Digital courseware

## Content

Microsoft Outlook is your personal information manager and the communications program that allows you to centrally manage email, calendar, contacts, tasks, and other personal and business information in one place. In this course, you will learn how to organise your information with Outlook, manage emails, contacts and pending tasks, and schedule appointments and meetings.

### 1 User interface (UI)

- Elements of the UI
- Customising the UI
- Switching between modules

### 2 New Email

- Types of recipients
- MailTips
- Attaching files and other items
- Creating and selecting signatures
- Inserting links
- Quick parts
- Read receipt
- Printing e-mails
- Spell check
- Junk e-mails

### 3 Organise the inbox

- Creating folders and subfolders
- Unread messages
- Defining favorites
- Categorise
- QuickSteps and Rules
- Customising views
- Search

### 4 Module: Calendar

- Calendar views
- Enter dates
- Plan meetings
- Open more calendars
- Share calendar

### 5 Module: People

- Creating contacts and contact groups

- Printing contacts

## 6 Module: Tasks

- Creating tasks
- Delegating tasks
- Printing Tasks

## 7 Automatic replies

## Key Learnings

- Organising your information in Outlook
- Handling emails efficiently
- Managing your contacts and tasks
- Scheduling appointments and meetings

## Target audience

This course is aimed at users who want a comprehensive introduction to Microsoft Outlook. The course is also suitable for users switching from other desktop information systems.

## Additional information

This course is suitable for users of Outlook 2019, 2016 and 2013.

## Further courses

- [Advanced techniques with Outlook \(«MOFT»\)](#)
- [Personal Information and Task Management with Outlook \(«MOPIAM»\)](#)

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-outlook/course-microsoft-outlook-foundation](http://www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-outlook/course-microsoft-outlook-foundation)