XCELERATE TRAINING INSTITUTE

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INFORMATION TECHNOLOGY

Microsoft Outlook

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
4 – 8 Jan 2027	Live online	Online (live)	€1,200
8 – 12 Feb 2027	London	Classroom	On request
12 – 16 Jul 2027	Live online	Online (live)	€1,200

Register or ask a question

Online: x8ti.com/course/microsoft-outlook/

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Microsoft Outlook

Introduction

This course by Xcelerate Training Institutes designed to equip participants with the skills to effectively utilize Microsoft Outlook for managing contacts, appointments, emails, and other essential information. The curriculum is aligned with industry standards and can be tailored to meet specific organizational needs.

Learning Objectives

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

- Grasp the fundamentals of Microsoft Outlook 2010.
- Utilize various Outlook tools and features efficiently.
- Enhance productivity through the Outlook Ribbon.
- Configure email accounts and gather necessary technical details.
- Format emails, incorporate attachments, and employ email design elements.
- Integrate Outlook Address Book with other Microsoft applications for mail merges.
- Implement email organization rules.
- Embed media and apply formatting styles.

Training Methodology

This course by Xcelerate Training Institutes typically involves a blended learning approach, combining instructor-led sessions, hands-on exercises, and self-paced e-learning modules. The curriculum covers essential features like email management, calendar scheduling, contact organization, task management, and advanced productivity tools. Training methodologies include demonstrations, interactive discussions, and real-world scenarios to foster knowledge retention and skill application. Participants receive personalized guidance and support throughout the training process, enabling them to maximize their productivity and efficiency within the Outlook environment.

Benefits for Your Organisation

This course streamlines communication and organization within your business by centralizing email, calendars, contacts, and tasks in one intuitive platform. It enhances productivity with features like automated scheduling, task management, and seamless integration with other Microsoft 365 tools. Outlook's robust security measures protect your sensitive data, while its mobile accessibility ensures you stay connected on the go. By adopting Outlook, your organization can improve efficiency, enhance collaboration, and elevate overall productivity.

Benefits for You

This course offers a comprehensive suite of tools for efficient communication and organization, including email management, calendar scheduling, contact storage, task tracking, and seamless integration with other Microsoft applications. This all-in-one solution enhances productivity, streamlines workflows, and improves overall communication efficiency.

Who Should Attend

Professionals seeking to master Microsoft Outlook for email, contact management, and scheduling.

Course Outline

Outlook Interface:

- Explore the menu bar
- Ribbon
- Navigation pane

Email Management:

- Create and manage email accounts
- Compose and send emails
- Format text
- Add signatures
- Attachments
- Hyperlinks
- Design elements
- Utilize advanced features like multiple recipients
- C/BCC
- Voting buttons
- Delivery receipts
- Custom delivery times

Email Organization:

- Establish email rules to automate tasks

Calendar:

- Create and manage appointments and meetings

Contacts:

- Add
- Edit
- Delete contacts
- Organize contacts into folders
- Utilize them for mail merges.
- Import
- Export
- Manage contact lists

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Registration Form

Microsoft Outlook

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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Register online
Open the course page