



MICROSOFT TRAINING

Microsoft Outlook Web Version Training 4 Hours

Quickly master Microsoft Outlook Web Version. Organize your emails, schedule meetings, and manage contacts with ease.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This intensive 4-hour Microsoft Outlook Web Version training provides a comprehensive guide to navigating and leveraging the power of Outlook's cloud-based email and calendaring platform. Designed for professionals seeking to optimize their communication and organization, this course dives deep into the web interface, focusing on features that boost productivity and streamline daily workflows. You will learn to manage your inbox efficiently, schedule meetings with ease, organize contacts, and utilize task management tools, all within the accessible and intuitive web environment. Harnessing the core technologies of Microsoft 365, this training ensures you can effectively communicate, collaborate, and stay organized from any web browser, without the need for desktop application installation. Mastering Outlook Web Version is crucial for anyone operating in a modern, agile, and often remote work setting. It equips you with the skills to confidently manage your professional communications, making you a more efficient and valuable asset in any organization. By the end of this practical course, you will possess the expertise to move beyond basic email functions, transforming your approach to digital communication and time management. This empowers you to take control of your schedule, keep track of important tasks, and maintain seamless connections with colleagues and clients, directly contributing to enhanced personal and team productivity.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Getting Started with Outlook on the Web

- Accessing Outlook Web Version and interface overview
- Personalizing settings and display options for optimal user experience
- Basic navigation and understanding the main components (Mail, Calendar, People, To Do)

02 Module 2: Mastering Email Management

- Composing, sending, replying, and forwarding emails efficiently
- Organizing your inbox with folders, categories, and rules for automation
- Managing attachments, rich text formatting, and email search functions
- Utilizing Focused Inbox and effectively managing junk email settings

03 Module 3: Efficient Calendar and Scheduling

- Creating and managing appointments, events, and recurring meetings
- Scheduling and responding to meeting invitations, including proposing new times
- Sharing calendars and viewing colleagues' availability for seamless coordination
- Utilizing meeting options like tracking responses, setting reminders, and adding online meeting links

04 Module 4: Contacts, Tasks, and Groups for Collaboration

- Creating and organizing contacts and contact lists for easy access
- Managing tasks and to-do lists within Outlook for personal productivity
- Introduction to Outlook Groups for simplified team communication and file sharing
- Quick integration with other Microsoft 365 web applications for enhanced workflow

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Highly organized Administrative Assistant optimizing executive schedules and communications through cloud-based tools.**
- > **Efficient Project Coordinator managing team communications, deadlines, and meeting logistics via a centralized web platform.**
- > **Streamlined Office Manager overseeing company-wide communication flows, resource scheduling, and administrative processes with ease.**

FREQUENTLY ASKED QUESTIONS

Q: What are the technical prerequisites for this 4-hour Microsoft Outlook Web Version training?

To get the most out of this course, participants should have basic computer literacy and familiarity with using a web browser. No prior experience with Outlook is required, as the training covers fundamentals. Access to a stable internet connection and a Microsoft 365 account (which includes Outlook Web Version) for hands-on practice is highly recommended.

Q: How will mastering Outlook Web Version specifically enhance my daily productivity and communication skills after completing this course?

Upon completion, you will be proficient in managing your inbox, scheduling meetings, organizing tasks, and utilizing collaborative features more effectively. This directly translates to significant time savings, reduced communication clutter, improved responsiveness, and better management of your professional commitments, making you a more efficient and organized professional capable of streamlining your digital workspace.

Q: Beyond basic email, what specific advanced features of Outlook Web Version will I learn to leverage for better team collaboration and project management?

This course goes beyond basic email by teaching you to create and manage shared calendars, effectively schedule group meetings, organize contacts into lists for targeted communication, and utilize Outlook Groups for streamlined team collaboration. You'll learn to optimize these tools to support project timelines, track team progress, and ensure everyone stays informed and connected within a collaborative environment.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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