



# **Outlook Made Easy: Master Web Access Like a Pro!**

**Course Description:**

Welcome to "Outlook Made Easy," a 5-week, one-hour-per-week course designed for students and professionals looking to optimize their workflow using Outlook's web-based platform. We'll go beyond the basics, focusing on efficiency, collaboration, and leveraging built-in features to turn your inbox into a productivity engine. Upon successful completion of all sessions, you will receive a certificate recognizing your new skills.

## Week 1: Foundations for Efficiency

- **Objective:** Understand the web interface and set up a system for rapid email processing.
- **Duration:** 1 hour

### Topics:

- **Navigating the Web Interface:** A quick tour of the main features, including the Ribbon and different view options.
- **The Power of Keyboard Shortcuts:** Learn essential shortcuts to compose, reply, archive, and delete emails at lightning speed.
- **Creating a Clean Workspace:** Customize your view, hide unnecessary panels, and set up your email list and reading pane for maximum efficiency.
- **Live Demonstration:** We'll walk through setting up a clean workspace and practicing a few key shortcuts to get you started.

## Week 2: Smart Organization & Automation

- **Objective:** Use Outlook's intelligent features to sort and manage your emails automatically.
- **Duration:** 1 hour

### Topics:

- **Focused Inbox:** Understand how the "Focused" and "Other" tabs help you prioritize what's important.
- **Creating Rules & Automating Workflows:** Learn how to create simple and advanced rules to automatically move messages, forward emails, and apply tags.
- **Using the New Mailbox Features:** Explore features like suggested replies and schedule send to make email management more efficient.
- **Live Demonstration:** We'll build a rule to automatically move all newsletter subscriptions into a specific folder, keeping your primary inbox clutter-free.

## Week 3: Mastering the Calendar & Scheduling

- **Objective:** Integrate your email and calendar to manage your time and meetings effortlessly.
- **Duration:** 1 hour

### Topics:

- **Calendar Basics on the Web:** Learn how to create appointments, meetings, and share your schedule.
- **Scheduling Assistant & FindTime:** Use Outlook's built-in tools to find the best time for a meeting with colleagues.
- **Creating Tasks from Emails:** Easily turn an email into a to-do item and track its progress from your inbox.
- **Live Demonstration:** We'll schedule a meeting with multiple participants and use the Scheduling Assistant to find a time that works for everyone.

## Week 4: Advanced Features & Add-Ins

- **Objective:** Dive into powerful features and third-party tools that can enhance your Outlook experience.
- **Duration:** 1 hour

### Topics:

- **Flagging and Follow-Up:** Use flags and reminders to ensure you never miss a deadline.
- **Groups and Collaborative Spaces:** Learn about creating and managing Outlook Groups to share calendars, files, and emails with a team.
- **Exploring Add-Ins:** Discover useful add-ins like Microsoft To-Do, OneNote, and others that can be integrated directly into your inbox.
- **Live Demonstration:** We'll set up a new flag for a follow-up item and explore the options available for a common add-in.

## Week 5: Security & Mobile Mastery

- **Objective:** Protect your inbox and stay productive on the go.
- **Duration:** 1 hour

### Topics:

- **Understanding Phishing & Scams:** A practical guide to identifying suspicious emails and staying safe online.
- **Two-Factor Authentication (2FA):** A simple explanation of what 2FA is and why you should use it to protect your account.
- **The Outlook Mobile App:** A quick walkthrough of the mobile app to show how you can stay productive from anywhere.
- **Q&A and Final Review:** We'll finish with a session for questions and review all the key concepts.
- **Certificate Ceremony:** All attendees who have completed the course will receive their certificate.

**Required Materials:**

- A laptop or desktop computer with internet access.
- A Microsoft account with access to Outlook on the web.
- A willingness to learn and experiment!