Mindluster Platform

# About the course Outlook essentials for beginners

Outlook essentials course, in this course we will delve into the essential features and functionalities of Microsoft Outlook, a powerful tool for managing email, calendars, contacts, and tasks. Starting with an overview of the Outlook interface, you will learn how to navigate through its various components and customize the layout to suit your workflow. We will cover efficient email management techniques, including organizing your inbox with folders, using rules to automate email sorting, and mastering search functions to quickly locate messages. The course will also explore the calendar feature, where you will learn how to schedule appointments, set up meetings, and manage reminders. You will gain insights into managing contacts effectively by creating and organizing contact groups. Additionally, we will cover task management to help you keep track of your to-do list and deadlines. By the end of this course, you will be proficient in using Outlook to streamline your communication, schedule, and task management, ultimately enhancing your productivity. This course is ideal for beginners who are new to Outlook or those looking to refresh their knowledge and skills in using this essential office tool.

**Computer Softwares Category's Courses**

# Course Lesson(3)

Lesson 1 : **Outlook 2021 Beginner Tutorial**

Lesson 2 : **Outlook 2021 Advanced Tutorial**

Lesson 3 : **Outlook 2021 Full Course Tutorial 5 Hours**

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