Microsoft Outlook for Office 365 (Desktop or Online) - Part 1

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format:	Instructor Led - Online
Certification:	Microsoft Office Specialist - Outlook Associate 2019
Related Exam:	MO-400

Course Overview

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create tasks and notes for yourself, and customize the Outlook interface to suit your working style.This course covers the Microsoft Office Specialist Program exam objectives to help you prepare for the Outlook Associate (Office 365 and Office 2019): Exam MO-400 certification exam.

About This Course

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create tasks and notes for yourself, and customize the Outlook interface to suit your working style.This course covers the Microsoft Office Specialist Program exam objectives to help you prepare for the Outlook Associate (Office 365 and Office 2019): Exam MO-400 certification exam.

Who Should Attend

This course is intended for those with a basic understanding of Microsoft® Windows® and who need to know how to use Outlook as an email client to manage their email communications, calendar events, contact information, and other communication tasks.

Learning Outcomes

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

In this course, you will use Outlook to compose and handle your email communications and also manage your calendar, contacts, and tasks.You will:Navigate Outlook to read and respond to email.Use the Address Book and format and spell check new messages.Attach files and insert illustrations to messages.Customize read and response options.Use flags, categories, and folders to organize messages.Create and work with Contacts.Create appointments and schedule meetings in Calendar.Create and work with Tasks and Notes.

Detailed Course Outline

Getting Started with Outlook

- Topic A: Navigate the Outlook Interface
- Topic B: Work with Messages
- Topic C: Access Outlook Help
- Topic D: Outlook on the Web

Formatting Messages

- Topic A: Add Message Recipients
- Topic B: Check Spelling and Grammar
- Topic C: Format Message Content
-

Working with Attachments and Illustrations

- Topic A: Attach Files and Items
- Topic B: Add Illustrations to Messages
- Topic C: Manage Automatic Message Content
-

Customizing Message Options

- Topic A: Customize Reading Options
- Topic B: Track Messages
- Topic C: Recall and Resend Messages

Organizing Messages

- Topic A: Mark Messages
- Topic B: Organize Messages Using Folders

Managing Contacts

- Topic A: Create and Edit Contacts
- Topic B: View and Print Contacts

Working with the Calendar

- Topic A: View the Calendar
- Topic B: Create Appointments
- Topic C: Schedule Meetings
- Topic D: Print the Calendar
-

Working with Tasks and Notes

- Topic A: Create Tasks
- Topic B: Create Notes

□□ Certification Path

Microsoft Office Specialist - Outlook Associate 2019

Exam: MO-400

Additional Course Details

Nexus Humans Microsoft Outlook for Office 365 (Desktop or Online) - Part 1 training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft Outlook for Office 365 (Desktop or Online) - Part 1 course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft Outlook for Office 365 (Desktop or Online) - Part 1?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: What certification does this course prepare me for?

The Microsoft Outlook for Office 365 (Desktop or Online) - Part 1 course helps prepare you for the Microsoft Office Specialist - Outlook Associate 2019 certification path.

Q: Which exam does this course prepare me for?

This course prepares you for the MO-400 official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

Q: How many CPD hours does this course provide?

The 1-day Microsoft Outlook for Office 365 (Desktop or Online) - Part 1 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft Outlook for Office 365 (Desktop or Online) - Part 1 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft Outlook for Office 365 (Desktop or Online) - Part 1?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft Outlook for Office 365 (Desktop or Online) - Part 1. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Microsoft Outlook for Office 365 (Desktop or Online) - Part 1?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft Outlook for Office 365 (Desktop or Online) - Part 1 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

© 2026 Nexus Human. All rights reserved. This brochure was generated on 14/11/2026.