








>> Course Overview

In this course, students will navigate Microsoft Outlook, which is the preferred email client for sending and receiving emails from the Microsoft Exchange Server. Outlook includes access to contact, email, calendar, and task management tools. Microsoft Outlook is a component of Office 365 and the Microsoft Office suite, including Microsoft Excel and PowerPoint. From fundamental processes like adding an account to more complex tasks such as customizing features to better accommodate specific needs, students will explore all that Microsoft Outlook can do.

>> Course Outline by Module

Module 1	Introduction to Microsoft Outlook
Module 2	Customizing Settings, Printing, and Saving Information
Module 3	Performing Search Operations and Configuring Mail Settings
Module 4	Creating and Formatting Messages
Module 5	Organize and Manage Messages
Module 6	Creating and Managing Calendars, Meetings, and Events
Module 7	Organizing and Managing Appointments, Meetings, Events, Notes, and Tasks
Module 8	Creating and Managing Contacts, and Contact Groups

>> Course Elements

-  Video Instruction
-  Interactives
-  Reading
-  Projects
-  Reflections
-  Concept Checks
-  Quizzes and Exams



>> Instructional Components

Pointful Education Courses are structured in a consistent, research-based format utilizing multiple pedagogical concepts such as Understanding by Design, Growth Mindset, and Video and Project-based learning. Through the use of these pedagogical concepts, Pointful Education maintains a consistent and engaging course structure that supports student-centered learning.

>> Course Materials

This course requires specific external software. The purpose is to provide students with hands-on learning opportunities in which they gain experience working with the software related to the course. This will ensure students have the necessary experience and task-based practice required for success on the certification exam. Course Materials: Microsoft 365.