Course : Outlook, advanced

.

Practical course - 1d - 7h00 - Ref. OLP
Price : 450 € E.T.

4,6 / 5

This training course will enable you to deepen your use of Outlook. You'll learn how to optimize message, calendar and contact management, and personalize your environment for greater efficiency and responsiveness.

Teaching objectives

At the end of the training, the participant will be able to:

- Personalize and organize your Outlook messages
- Use management rules to organize messages
- Define the frequency of appointments on your calendar
- Share a calendar and manage permissions with the new Outlook features
- Sort, filter and group contacts in lists
- Making the most of tasks, classifying them and transforming a message into a task

Intended audience

Anyone wishing to improve their Outlook skills

Prerequisites

Basic knowledge of MS Outlook.

Practical details

Hands-on work

Discussions, experience sharing, demonstrations, tutorials and case studies.

Teaching methods

Active pedagogy based on examples, demonstrations, experience sharing, case studies and assessment of learning throughout the course.

Course schedule

PARTICIPANTS

Anyone wishing to improve their Outlook skills

PREREQUISITES

Basic knowledge of MS Outlook.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

1 Advanced message management

- Improve and personalize message presentation.
- How to create folders to organize messages.
- Know how to group messages and sort them according to criteria.
- Classify e-mail messages: create color categories.
- Cancel or replace a sent message.
- Automatically resize photo attachments.

Hands-on work

Message customization. Classification examples. Using business rules.

2 Advanced calendar management

- Manage the frequency of appointments and meetings.
- Add or delete public holidays and special events.
- File an appointment.
- Share your calendar and define appropriate permissions.
- Manage calendar groups.
- track your activities via categories, reminders and integration with Microsoft 365.

Hands-on work

Set appointment frequency. Share calendar by e-mail. Use the diary for follow-up.

3 Advanced contact management

- Create and track a list of contacts.
- Customize contact appearance.
- How to sort, filter and group contacts.
- Display and column formats.
- Create a mailing from contacts.

Hands-on work

Create and manage a contact list. Sort, filter and group contacts.

4 Use the task manager effectively and share information

- Create, modify and track tasks in Outlook and Microsoft To Do.
- Prioritize tasks.
- Assign, respond to and transfer tasks.
- Turn a message into a task.
- Share information and documents via Outlook and Microsoft 365 (Teams, OneDrive).
- Gérer les permissions et le partage selon les nouveaux modèles Outlook (classic / new).

Hands-on work

Prioritize tasks. Turn message into task.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates and locations

REMOTE CLASS
2026 : 31 Mar., 1 June, 15 Sep., 1 Dec.

PARIS LA DÉFENSE
2026 : 1 June, 15 Sep., 1 Dec.