



Microsoft Outlook 2024

SEHG-AI-1118 · Business · approx. 1 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Microsoft Outlook 2024 is a leading email management software that has been an essential part of both personal and professional communication for decades. Initially launched in 1997, Outlook has evolved into a robust platform not just for handling emails, but for managing calendars, tasks, and contacts all in one place. Outlook 2024 offers powerful tools for coordinating meetings, tracking appointments, and organizing your contacts, making it an indispensable tool for staying organized and productive. Over the years, Outlook has become known for its advanced organizational features, such as customizable folders, detailed search functionality, and efficient email filtering, allowing users to easily manage a busy inbox. The Microsoft Outlook 2024 course will provide participants with the skills and knowledge needed to effectively manage emails, appointments, and tasks within the Outlook platform. Participants will create and manage calendar events, set up and use rules for automating tasks, as well as customize the interface to suit their needs. Mastering Outlook 2024 empowers individuals to stay organized and maintain a more focused approach to their daily activities.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Successfully navigate the Outlook interface
- Explore email account management
- Determine how to compose effective emails
- Effectively organize an Inbox and manage to-do lists
- Identify privacy and security features
- Recognize how to manage calendar events and meetings

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 0 instructional videos — 0 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Module One**
 - An Introduction to Outlook 2024
 - Overview of the Interface
 - Initial Set-Up
 - Benefits of Using Outlook 2024
 - Customizing the Workspace
 - My Contacts
- **Module 3 — Module Two**
 - Email Account Management
 - Adding Email Accounts
 - Switching Between Accounts
 - Managing Account Settings
 - Common Email Account Issues
 - Differences Between Account Types
- **Module 4 — Module Three**
 - Composing Emails
 - Writing Effective Emails
 - Text Formatting
 - Adding Attachments and Links
 - Scheduling Email Delivery
 - Using Templates and Quick Parts
- **Module 5 — Module Four**
 - Organizing Your Inbox
 - Creating Folders and Subfolders
 - Sorting Emails and Using Filters
 - Managing Old Emails
 - Categories for Email Organization
 - Flagging Emails for Follow-Up
- **Module 6 — Module five**
 - Email Security and Privacy
 - Built-In Security Features
 - Two-Factor Authentication
 - Managing Junk Email and Blocked Senders
 - Recognizing Phishing Attempts
 - Regular Review of Security Settings
- **Module 7 — Module Six**
 - Calendar Management
 - Creating Calendar Events
 - Setting Recurring Appointments and Meetings
 - Managing Meeting Invitations
 - Color-Coding and Categorizing Events
 - Using Time Zones and Calendar Views
- **Module 8 — Module seven**
 - To-Do Lists and Tasks
 - Managing Tasks in Outlook
 - Setting Reminders, Priorities, and Due Dates
 - Using the To-Do List
 - Delegating Tasks

- Organizing Tasks with Folders
- **Module 9 — Module eight**
 - Using Outlook for Collaboration
 - Sharing Calendars and Contacts
 - @Mentions
 - Collaborating from OneDrive or SharePoint
 - Collaborating via Attachments
 - Collaborating on Email Templates
- **Module 10 — Module nine**
 - Search Features
 - Improved Search Functionality
 - Search Tips and Shortcuts
 - Automating Email Organization with Rules
 - Quick Steps for Repetitive Email Actions
 - Custom Alerts
- **Module 11 — Module ten**
 - Advanced Tips
 - Conditional Formatting
 - Using Email Delegates
 - Creating Custom Views
 - Using Offline Mode
 - Using Archive and Auto-Archive Features
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
 - Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-AI-1118 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.