

MASTERING THE NEW OUTLOOK

Work smarter with email, tasks, time, and Teams meetings.

Create a focused workspace, take control of email, manage tasks across Microsoft 365, and make better use of your calendar and Teams meetings.



1 Day
(7 hours)



DELIVERY

Live instructor-led



RESOURCES

Learning guide
+ guided exercises



LANGUAGE

English or French



OVERVIEW

This hands-on course shows you how to use New Outlook and Microsoft 365 tools to manage email, tasks, calendar, and Teams meetings more effectively.



WHO THIS COURSE IS FOR

- ✓ Professionals and knowledge workers using New Outlook for Windows.
- ✓ Organizations migrating from Classic Outlook to New Outlook.
- ✓ Microsoft 365 users who want a better way to manage email, tasks, and time.



EXPECTED OUTCOMES

By the end of the course, participants will have a practical productivity system that helps them focus, stay organized, and get more done.



Set up New Outlook for focus using My Day, views, and settings.



Manage email efficiently using smart strategies and key features.



Capture and manage tasks across Outlook, To Do, Teams, and Planner.



Protect time for important work and manage your calendar effectively.



Run more productive Teams meetings and capture follow-up actions.

COURSE TOPICS

01



SETTING UP A PRODUCTIVE NEW OUTLOOK WORKSPACE

Customize views, reduce distractions, use My Day, and keep priorities visible.

02



TAMING THE EMAIL BEAST

Process email efficiently using strategies and features like Pin, Snooze, Rules, Sweep, and Search.

03



STAYING ON TRACK WITH TASKS ACROSS MICROSOFT 365

Manage tasks with Microsoft To Do, create tasks from Teams chats and posts, capture meeting follow-ups, and work with Planner.

04



MANAGING YOUR CALENDAR & TEAMS MEETINGS

Protect time, schedule effectively, run better Teams meetings, and capture actions that drive results.



GUIDED PRACTICE

Apply what you learn through guided exercises based on real-world scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization and industry.



PRACTICAL

Real-world examples and immediate application.



IMMEDIATE IMPACT

Use what you learn right away to boost your productivity.

