

091139 Microsoft® Outlook® for Office 365™ (Desktop or Online): Part 1 Revision 1.0 to 1.1

Release: October 2022

Section/Lesson/Topic Section	Name	Change Type
Throughout the course		<ul style="list-style-type: none"> • Reference to the subscription is changed from “Office 365” to “Microsoft 365”. • Images updated to align with new Office UI. • Slides updated to use latest LO widescreen template.
Frontmatter	Setting Up the Course	<ul style="list-style-type: none"> • Completely updated.
Lesson 1, Topic A	Email Addresses	<ul style="list-style-type: none"> • Updated. • Added term “email address” to Glossary.
	Microsoft Outlook for Office 365	<ul style="list-style-type: none"> • Now titled, “Microsoft Outlook”. • Updated content. • Added term “email client” to Glossary.
	Components of the Outlook Interface	<ul style="list-style-type: none"> • Updated content, including online note.
	The Ribbon	<ul style="list-style-type: none"> • Updated.
	The Simplified Ribbon	<ul style="list-style-type: none"> • Updated.
	The Classic Ribbon	<ul style="list-style-type: none"> • Updated.
	Items and Folders	<ul style="list-style-type: none"> • Updated.
	Mail Folders	<ul style="list-style-type: none"> • Updated.
	Focused Inbox	<ul style="list-style-type: none"> • Updated.
	Outlook Areas	<ul style="list-style-type: none"> • Updated.
	How to Navigate the Outlook Interface	<ul style="list-style-type: none"> • Updated procedures.
	Activity: Navigating the Outlook Interface	<ul style="list-style-type: none"> • Steps updated.
Lesson 1, Topic B	The Message Form	<ul style="list-style-type: none"> • Updated, including online note. • Added term “message form” to Glossary.
	Message Form Tabs	<ul style="list-style-type: none"> • Now titled, “Message Form Ribbon Tabs”. • Table content updated.

	Activity: Creating and Sending an Email	<ul style="list-style-type: none"> • Updated.
	Message Response Options	<ul style="list-style-type: none"> • Updated.
	Inline Replies	<ul style="list-style-type: none"> • Updated, including online note.
	The Compose Tools Message Tab	<ul style="list-style-type: none"> • Now titled, “The Message Contextual Tab”.
	How to Perform Basic Mail Functions	<ul style="list-style-type: none"> • Updated procedures.
	Activity: Reading and Responding to an Email	<ul style="list-style-type: none"> • Steps updated.
	The Print Dialog Box	<ul style="list-style-type: none"> • Updated, including online note.
	How to Print Email Messages	<ul style="list-style-type: none"> • Updated procedures.
	Activity: Printing an Email Message	<ul style="list-style-type: none"> • Steps updated.
	The Deleted Items Folder	<ul style="list-style-type: none"> • Updated.
	How to Delete and Recover Items	<ul style="list-style-type: none"> • Updated procedures.
Lesson 1, Topic C	The Help Pane	<ul style="list-style-type: none"> • Updated, including online note.
	Tell Me Feature	<ul style="list-style-type: none"> • Now titled, “The Search Feature” as the feature has been renamed. • Updated content to reflect changes in feature.
	How to Access Outlook Help	<ul style="list-style-type: none"> • Updated procedures.
	Activity: Getting Help	<ul style="list-style-type: none"> • Steps updated.
Lesson 1, Topic D	Office 365 Home	<ul style="list-style-type: none"> • Now titled, “The Microsoft Office Home Screen”. • Updated content.
	Microsoft OneDrive	<ul style="list-style-type: none"> • Updated.
	Guidelines for Working Securely in OneDrive (NEW)	<ul style="list-style-type: none"> • Added new Guidelines section.
	How to Navigate in Outlook for the Web	<ul style="list-style-type: none"> • Updated procedures.
	Activity: Signing In to Microsoft 365 and OneDrive (Optional)	<ul style="list-style-type: none"> • Steps updated.
	Activity: Navigating in Outlook on the Web (Optional)	<ul style="list-style-type: none"> • Steps updated.
	Lab: Using Outlook Help	<ul style="list-style-type: none"> • Updated.
Lesson 2, Topic A	The Address Book	<ul style="list-style-type: none"> • Updated.
	Global Address List	<ul style="list-style-type: none"> • Updated.

	Offline Global Address List	<ul style="list-style-type: none"> • Updated.
	MailTips	<ul style="list-style-type: none"> • Online note deleted.
	Message Reminders (NEW)	<ul style="list-style-type: none"> • Added new KB, including figure/slide.
	How to Add Recipients to an Email Message	<ul style="list-style-type: none"> • Updated procedures.
Lesson 2, Topic B	The AutoCorrect Feature	<ul style="list-style-type: none"> • Updated online note.
	The Spelling and Grammar Checker	<ul style="list-style-type: none"> • Now titled, “The Editor”. • Updated content.
	Components of the Spelling and Grammar Dialog Box	<ul style="list-style-type: none"> • Now titled, “Components of the Editor Task Pane”. • Updated.
	How to Check Spelling and Grammar	<ul style="list-style-type: none"> • Updated procedures.
	Activity: Checking Spelling and Grammar in a Message	<ul style="list-style-type: none"> • Steps updated.
Lesson 2, Topic C	Live Preview	<ul style="list-style-type: none"> • Online note deleted.
	How to Change Message Format and Apply Formatting	<ul style="list-style-type: none"> • Updated procedures.
	Activity: Formatting Message Content	<ul style="list-style-type: none"> • Steps updated.
Lesson 3, Topic A	Guidelines for File Attachment Type and Size	<ul style="list-style-type: none"> • Now titled, “Guidelines for Managing File Attachments”.
	Attachment Sources	<ul style="list-style-type: none"> • Updated.
	Outlook Items as Attachments	<ul style="list-style-type: none"> • Moved before Cloud Attachments KB. • Content updated.
	Cloud Attachments	<ul style="list-style-type: none"> • Updated content and added figure/slide.
	Attachment Options	<ul style="list-style-type: none"> • Updated content.
	Attachment Preview	<ul style="list-style-type: none"> • Updated content.
	How to Attach Files and Outlook Items	<ul style="list-style-type: none"> • Updated procedures.
Lesson 3, Topic B		<ul style="list-style-type: none"> • Some KBs in this topic have been retitled and reordered.
	Contextual Tabs	<ul style="list-style-type: none"> • Retitled Contextual Tabs for Illustrations. • Updated content.
	Pictures and Online Pictures	<ul style="list-style-type: none"> • Now titled, “Pictures, Stock Images, and Online Pictures”.

		<ul style="list-style-type: none"> • Updated content.
	Digital Inking (NEW)	<ul style="list-style-type: none"> • Added new KB, including figure/slide.
	How to Insert Illustrations into Messages	<ul style="list-style-type: none"> • Added new procedures on How to Insert a Stock Image into an Email Message and How to Insert Digital Ink into an Outlook Message. • Updated How to Format Graphical Elements Inserted into an Email Message.
	Themes	<ul style="list-style-type: none"> • Updated, including online note.
	How to Add Styles and Themes to Messages	<ul style="list-style-type: none"> • Updated procedures.
	Activity: Using Styles and Themes in Messages	<ul style="list-style-type: none"> • Steps updated.
Lesson 3, Topic C	The Outlook Options Dialog Box	<ul style="list-style-type: none"> • Updated online note.
	Stationery and Themes	<ul style="list-style-type: none"> • Now titled, "Stationery". • Updated content.
	Font Options	<ul style="list-style-type: none"> • Online note updated.
	How to Manage Stationery, Themes, and Signatures	<ul style="list-style-type: none"> • Now titled, "How to Manage Automatic Message Content".
Lesson 4, Topic A	Pane Views	<ul style="list-style-type: none"> • Updated.
	How to Customize Reading Options for Messages	<ul style="list-style-type: none"> • Updated procedures.
	Activity: Customizing the Mail Display Options	<ul style="list-style-type: none"> • Steps updated.
Lesson 4, Topic B	How to Use Voting and Tracking Options	<ul style="list-style-type: none"> • Updated procedures.
Lesson 4, Topic C	The Resend Message Option	<ul style="list-style-type: none"> • Now titled, "The Resend This Message Option", content updated.
	The Recall Message Option	<ul style="list-style-type: none"> • Now titled, "The Recall This Message Option", content updated.
Lesson 5, Topic A	Color Categories	<ul style="list-style-type: none"> • Updated.
	Flag for Follow Up	<ul style="list-style-type: none"> • Online note updated.
	Follow Up Flag Options	<ul style="list-style-type: none"> • Updated.
	Clean Up Commands	<ul style="list-style-type: none"> • Updated.
	How to Ignore and Clean Up Conversations	<ul style="list-style-type: none"> • Updated procedures.
Lesson 6, Topic A	The Contacts View	<ul style="list-style-type: none"> • Updated content.
	Activity: Creating Contacts	<ul style="list-style-type: none"> • Steps updated.

Lesson 6, Topic B	The Search Contacts Feature	<ul style="list-style-type: none"> • Now titled, “Search Options for Contacts”. • Content updated.
	Filtered View (NEW)	<ul style="list-style-type: none"> • Added new KB, including figure/slide.
	How to Work with Contacts	<ul style="list-style-type: none"> • Updated procedures and added new procedure on How to Filter Contacts.
	Activity: Searching Contacts	<ul style="list-style-type: none"> • Now titled, “Searching and Filtering Contacts”. • Updated steps and added new steps to create a filtered view.
	Activity: Printing Your Contacts	<ul style="list-style-type: none"> • Steps updated.
Lesson 7, Topic A	Calendar Arrangement Options	<ul style="list-style-type: none"> • Updated.
	Calendar Layout Options	<ul style="list-style-type: none"> • Updated, including online note.
	The Daily Task List	<ul style="list-style-type: none"> • Updated, including online note.
	How to Customize Your Calendar View	<ul style="list-style-type: none"> • Procedures updated.
	Activity: Customizing Your Calendar View	<ul style="list-style-type: none"> • Steps updated.
Lesson 7, Topic B	Reminders	<ul style="list-style-type: none"> • Updated. Added new figure.
	The Private Option	<ul style="list-style-type: none"> • Updated.
	How to Manage Appointments	<ul style="list-style-type: none"> • Procedures updated.
	Activity: Creating an Appointment	<ul style="list-style-type: none"> • Steps updated.
	The Meeting Form	<ul style="list-style-type: none"> • Updated.
	The Room Finder Task Pane	<ul style="list-style-type: none"> • Deleted KB.
Lesson 7, Topic C	Recurrence Settings	<ul style="list-style-type: none"> • Updated.
	How to Schedule Meetings	<ul style="list-style-type: none"> • Procedures updated.
	Meeting Response Options	<ul style="list-style-type: none"> • Updated.
Lesson 8	Working with Tasks and Notes	<ul style="list-style-type: none"> • Now titled, “Working with Tasks and Other Apps”.
Lesson 8, Topic A	Tasks	<ul style="list-style-type: none"> • Updated.
	The Task Forms	<ul style="list-style-type: none"> • Updated.
	Task Options	<ul style="list-style-type: none"> • Updated.
Lesson 8, Topic B	Create Notes	<ul style="list-style-type: none"> • Now titled, “Work with Other Apps”.
	Apps Available in Outlook (NEW)	<ul style="list-style-type: none"> • Added new KB, including figure/slide.
	Notes	<ul style="list-style-type: none"> • Content updated.
	Shortcuts (NEW)	<ul style="list-style-type: none"> • Added new KB, including figure/slide.
	Bookings (NEW)	<ul style="list-style-type: none"> • Added new KB, including figure/slide.

	How to Manage Notes	<ul style="list-style-type: none"> • Now titled, “How to Work with Other Apps”. • Existing procedures updated. • New procedures on How to Create a Shortcut, Create a Shortcut Group, Configure the Bookings App, and Create an Initial Consult Booking.
Lesson 8	Summary	<ul style="list-style-type: none"> • Updated.
Glossary		<ul style="list-style-type: none"> • Added the following new terms: email address, message form, message reminder, OAB, stock image. • Tell Me is now Search.
Course Files	PowerPoints, Assessments, Data Files, and Mapping doc	<ul style="list-style-type: none"> • Updated per changes to content.