

**091140 Microsoft® Outlook® for Office 365™ (Desktop or Online): Part 2 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"> <li>• Reference to the subscription is changed from “Office 365” to “Microsoft 365”.</li> <li>• Images updated to align with new Office UI.</li> <li>• Slides updated to use latest LO widescreen template.</li> </ul>
Frontmatter	Setting Up the Course	<ul style="list-style-type: none"> <li>• Office Online Notes section updated.</li> <li>• Hardware/Software Requirements updated.</li> <li>• Setting Up the Course completely updated.</li> </ul>
Lesson 1, Topic A	Activity: Creating and Using a Contact Group	<ul style="list-style-type: none"> <li>• Updated Instructor Note regarding the ribbon and the Outlook interface.</li> </ul>
	Activity: Inserting Hyperlinks and Symbols in a Message	<ul style="list-style-type: none"> <li>• Steps updated.</li> </ul>
Lesson 1, Topic B	Sensitivity Levels	<ul style="list-style-type: none"> <li>• Updated online note.</li> </ul>
	Delivery Options	<ul style="list-style-type: none"> <li>• Updated online note.</li> </ul>
	Activity: Modifying Message Properties and Delivery Options	<ul style="list-style-type: none"> <li>• Steps updated.</li> </ul>
Lesson 1, Topic C	Introduction	<ul style="list-style-type: none"> <li>• Updated intro para, including Lesson Objective for this topic.</li> </ul>
	Multiple Email Accounts	<ul style="list-style-type: none"> <li>• Updated online note.</li> </ul>
	How to Manage Email Accounts	<ul style="list-style-type: none"> <li>• All procedures updated.</li> </ul>
	Activity: Adding an Email Account	<ul style="list-style-type: none"> <li>• Steps updated.</li> </ul>
Lesson 1, Topic D	Language Options	<ul style="list-style-type: none"> <li>• Updated content and add new figure/slide.</li> </ul>
	Advanced Options	<ul style="list-style-type: none"> <li>• Table updated.</li> </ul>
	Ribbon Customization	<ul style="list-style-type: none"> <li>• Updated content.</li> </ul>
	How to Customize the Outlook Interface	<ul style="list-style-type: none"> <li>• All procedures updated.</li> </ul>
	Activity: Customizing the Outlook Interface	<ul style="list-style-type: none"> <li>• Steps updated.</li> </ul>
Lesson 2, Topic A	The View Tab	<ul style="list-style-type: none"> <li>• Updated.</li> </ul>

	Group and Sort Messages	<ul style="list-style-type: none"> <li>• Not titled <b>Message Grouping and Sorting</b>.</li> </ul>
	The Group By Dialog Box	<ul style="list-style-type: none"> <li>• Updated path to access dialog box.</li> </ul>
	How to Group and Sort Messages	<ul style="list-style-type: none"> <li>• All procedures updated.</li> </ul>
	Activity: Sorting and Grouping Messages	<ul style="list-style-type: none"> <li>• Steps updated.</li> </ul>
Lesson 2, Topic B	Filters	<ul style="list-style-type: none"> <li>• Updated.</li> </ul>
	How to Filter Messages	<ul style="list-style-type: none"> <li>• Procedures updated.</li> </ul>
Lesson 2, Topic C	Instant Search	<ul style="list-style-type: none"> <li>• KB Deleted.</li> </ul>
	The Search Tools Contextual Tab	<ul style="list-style-type: none"> <li>• Now titled <b>The Search Contextual Tab</b>.</li> <li>• Updated content.</li> </ul>
	The Advanced Find Dialog Box	<ul style="list-style-type: none"> <li>• Updated content.</li> </ul>
	Custom Search Folders	<ul style="list-style-type: none"> <li>• Updated content.</li> </ul>
	How to Use Search Folders	<ul style="list-style-type: none"> <li>• Procedures updated.</li> </ul>
	Activity: Using Search for Outlook Items	<ul style="list-style-type: none"> <li>• Now titled <b>Searching for Outlook Items</b>.</li> <li>• Steps updated.</li> </ul>
Lesson 3, Topic A	Activity: Managing Junk Mail	<ul style="list-style-type: none"> <li>• Steps updated.</li> </ul>
Lesson 3, Topic C	Mailbox Size Limits	<ul style="list-style-type: none"> <li>• Updated content, including online note and section on Microsoft On-Premises Exchange Server Limits.</li> </ul>
	Alternate Message Formats	<ul style="list-style-type: none"> <li>• Updated content.</li> </ul>
	How to Manage Your Mailbox and Accounts	<ul style="list-style-type: none"> <li>• Procedures updated.</li> </ul>
	Activity: Cleaning Up Your Mailbox	<ul style="list-style-type: none"> <li>• Steps updated.</li> </ul>
Lesson 4, Topic A	How to Use Automatic Replies	<ul style="list-style-type: none"> <li>• Procedures updated.</li> </ul>
	Activity: Using Automatic Replies	<ul style="list-style-type: none"> <li>• Updated Step 2, including substeps.</li> </ul>
Lesson 4, Topic B	Activity: Creating a Conditional Formatting Rule	<ul style="list-style-type: none"> <li>• Steps updated.</li> </ul>
	How to Use the Rules Wizard	<ul style="list-style-type: none"> <li>• Procedures updated.</li> </ul>
	Activity: Creating an Email Rule	<ul style="list-style-type: none"> <li>• Steps updated.</li> </ul>
Lesson 4, Topic C	How to Work with Quick Steps	<ul style="list-style-type: none"> <li>• Procedure on How to Create a Quick Step was updated.</li> </ul>
Lesson 5, Topic A	Outlook Calendar Options	<ul style="list-style-type: none"> <li>• Updated content.</li> </ul>
	Display Options	<ul style="list-style-type: none"> <li>• Updated content.</li> </ul>
	Time Zone Options	<ul style="list-style-type: none"> <li>• Updated content.</li> </ul>

	How to Work with Advanced Calendar Options	<ul style="list-style-type: none"> <li>• Procedures updated.</li> </ul>
Lesson 5, Topic B	Multiple Calendars	<ul style="list-style-type: none"> <li>• Updated online note.</li> </ul>
	Calendar Groups	<ul style="list-style-type: none"> <li>• Updated online note.</li> </ul>
	How to Manage Multiple Calendars	<ul style="list-style-type: none"> <li>• Procedures updated.</li> </ul>
	Activity: Managing Multiple Calendars	<ul style="list-style-type: none"> <li>• Steps updated.</li> </ul>
Lesson 5, Topic C	How to Manage Meeting Responses	<ul style="list-style-type: none"> <li>• Procedures updated.</li> </ul>
Lesson 6, Topic A	The Import Option	<ul style="list-style-type: none"> <li>• Updated table.</li> </ul>
	Activity: Importing Contacts	<ul style="list-style-type: none"> <li>• Steps updated.</li> </ul>
Lesson 6, Topic B	How to Edit an Electronic Business Card	<ul style="list-style-type: none"> <li>• Procedures updated.</li> </ul>
	Activity: Editing an Electronic Business Card	<ul style="list-style-type: none"> <li>• Steps updated.</li> </ul>
Lesson 6, Topic C	Forward Contacts	<ul style="list-style-type: none"> <li>• Now titled <b>Contact Forwarding</b>.</li> <li>• Updated content.</li> </ul>
	Activity: Forwarding Contacts	<ul style="list-style-type: none"> <li>• Steps updated.</li> </ul>
Lesson 7, Topic A	Assign a Task	<ul style="list-style-type: none"> <li>• Now titled <b>Task Assignment</b>.</li> </ul>
	Status Options	<ul style="list-style-type: none"> <li>• Online note updated.</li> </ul>
	Task Reply Options	<ul style="list-style-type: none"> <li>• Online and Instructor notes updated.</li> </ul>
	Task Details	<ul style="list-style-type: none"> <li>• Online note updated.</li> </ul>
	Status Reports	<ul style="list-style-type: none"> <li>• Online note updated.</li> </ul>
	Task Options	<ul style="list-style-type: none"> <li>• Added online note.</li> </ul>
	Activity: Managing an Assigned Task	<ul style="list-style-type: none"> <li>• Steps 3 and 4 updated, including substeps.</li> </ul>
Lesson 7, Topic B	Delegate Permission	<ul style="list-style-type: none"> <li>• Updated content.</li> </ul>
	How to Share Your Calendar	<ul style="list-style-type: none"> <li>• Updated procedures and added new procedure on How to <b>Delegate Access to a Calendar</b>.</li> </ul>
	Activity: Sharing and Assigning a Delegate to Your Calendar	<ul style="list-style-type: none"> <li>• Activity completely updated.</li> </ul>
Lesson 7, Topic C	Share Contacts Options	<ul style="list-style-type: none"> <li>• Updated content.</li> </ul>
Lesson 8, Topic A	The AutoArchive Feature	<ul style="list-style-type: none"> <li>• Updated content.</li> </ul>
	Default Aging Periods	<ul style="list-style-type: none"> <li>• Table updated.</li> </ul>

	How to Archive Messages	<ul style="list-style-type: none"> <li>• Procedures updated.</li> </ul>
	Activity: Archiving Messages	<ul style="list-style-type: none"> <li>• Steps updated.</li> </ul>
Lesson 8, Topic B	How to Create an Outlook Data File	<ul style="list-style-type: none"> <li>• Updated procedure on How to Create a Password-Protected Data File.</li> </ul>
	Data File Settings	<ul style="list-style-type: none"> <li>• Updated <b>Data File Properties</b> supporting block.</li> </ul>
Appendices	Appendix B and C	<ul style="list-style-type: none"> <li>• Both appendices have been combined into a new <b>Appendix B, Selected Advanced Topics</b>, and all content has been updated.</li> </ul>
Glossary		<ul style="list-style-type: none"> <li>• Instant Search deleted.</li> <li>• Added the following new terms: Microsoft Purview and OME.</li> </ul>
Course Files	PowerPoints, Assessments, Data Files, and Mapping doc	<ul style="list-style-type: none"> <li>• Updated per changes to content.</li> </ul>