Microsoft Outlook training

Are you looking for some free MS Outlook training? Microsoft has a good library of Outlook training materials which are free to use on their web site.

Training materials are available in a variety of formats – mainly HTML and as short videos. Topics covered include:

- Quick start to Microsoft Outlook
- Setting up Outlook
- Customisation
- Creating and sending email
- Managing email
- Organising your inbox
- Contacts and tasks
- Calendar

Outlook training is available for desktop versions in Windows and MacOS. There is also training for Android and iOS for users who want to use the Outlook mobile apps.

Outlook 2013 Training

Microsoft also offers free training for the Outlook 2013 desktop application. This training covers essential topics for beginners, intermediate and advanced Outlook users.

Many of the training videos which are available on the Microsoft site also come with transcripts to accompany the videos. This means you can read the instructions later if you don't want to watch the video.

Microsoft Office

Microsoft Outlook is one of the core applications which forms part of the MS Office suite. Office is available both as a set of desktop applications and web-based applications. Not all Office applications come in both desktop and web versions, but Outlook does. Microsoft Outlook is a core part of Office 365, the SaaS office productivity suite.

Microsoft also provides MS Office training for free for all its other Office products.

Other training

Knowledge Train is a UK-based training provider offering high-quality classroom, virtual and self-paced online courses to professionals including:

Project management courses	APM online courses	Change management courses
PRINCE2 courses	Agile project management courses	MSP courses
PRINCE2 online	BCS Business Analyst courses	MSP online courses

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