



Experts

1. Natasha Nelson

LearnKey Junior Instructor

Natasha Nelson is a junior instructor at LearnKey, writing and filming certification-based courses. Her passion for certification-based learning came while attending Davis Applied Technology College where she got her first look at certification-based courses. She completed the Administrative Professional and Business Technology programs there. She continued her education at LDS Business college where she earned her associate degree in Applied Business Technology. She spent two years teaching music and in the computer lab at a local elementary school, in addition to assisting in the business lab at Davis Applied Technology College, specifically with the Microsoft Office courses, before starting her career with LearnKey. [\[Show less\]](#)

Outlook 2019 (MO-400)

Product Id (204519)

🕒 4h 29m 21s | 📁 Office 2019 | 📄 4 module(s) | 📶 All

✅ Has resources

Outlook 2019 teaches the new and improved features to help users learn how to communicate more effectively with others on projects, events, assignments, and more. The Outlook 2019 course teaches how to configure and customize the application, as well as how to manage messages, schedules, calendars, meetings, contacts, and tasks. Users will improve their overall employability while preparing for the Outlook 2019 certification exam.

A Certificate of Completion can be earned by scoring 80% or better on all Post-Assessments. A Badge can be earned by scoring 90% or better on all Post-Assessments.

Course content

Expand all

Collapse all

Domain 1 - Manage Outlook Settings and Processes

🕒 1h 52s

Open

📄 Domain 1 Pre-Assessment

📄 Outlook 2019 Workbook

Lesson 1 - Customize Outlook Settings	🕒 22m 5s	Open
Lesson 2 - Configure Mail Settings and Perform Search Operations	🕒 26m 31s	Open
Lesson 3 - Print and Save Information	🕒 12m 16s	Open
📄 Domain 1 Post-Assessment		
Domain 2 - Manage Messages	🕒 55m 12s	Open
📄 Domain 2 Pre-Assessment		
Lesson 1 - Create Messages	🕒 26m 25s	Open
Lesson 2 - Insert Message Content, Organize and Manage Messages	🕒 28m 47s	Open
📄 Domain 2 Post-Assessment		
Domain 3 - Manage Schedules	🕒 47m 32s	Open
📄 Domain 3 Pre-Assessment		
Lesson 1 - Create and Manage Calendars, Appointments, Meetings, and Events	🕒 30m 30s	Open
Lesson 2 - Organize and Manage Appointments, Meetings, and Events	🕒 17m 2s	Open
📄 Domain 3 Post-Assessment		
Domain 4 - Manage Contacts and Tasks	🕒 32m 45s	Open
📄 Domain 4 Pre-Assessment		
Lesson 1 - Create and Manage Contact Records and Groups	🕒 19m 45s	Open
Lesson 2 - Create and Manage Tasks	🕒 13m	Open
📄 Domain 4 Post-Assessment		

It's all about the "Why". At LearnKey that is Improving Employability Every Day. How we do that is through in-demand workforce solutions including career certification programs & learning solutions for every type of enterprise.

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