

Step by step training on

Microsoft Outlook with AI Powered

 15 July, 2025  10.00 am to 1:00 pm

Training Overview

Microsoft Outlook is more than just an email platform—it's a powerful tool for managing communication, scheduling, and productivity. With the integration of AI-powered content writing and automation features, Outlook now helps users write professional emails faster, schedule meetings efficiently, and enhance collaboration seamlessly.

This training will take participants from basic to intermediate-level proficiency, covering essential Outlook functions and AI-enhanced writing tools that improve email effectiveness, tone, and clarity.

Training Objectives

By the end of this training, participants will be able to:

- Navigate and customize the Outlook interface efficiently
- Manage emails effectively using folders, rules, and filters
- Use AI-powered email drafting and content suggestions
- Automate email responses and follow-ups
- Schedule and manage meetings using Calendar & Scheduling Assistant
- Enhance productivity using task management and automation



TRAINER

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Certified Microsoft Excel and Microsoft Power BI Trainer & Consultant

Investment:
**10,000 PKR
ONLY**

Who Should Attend?

- **Professionals & Business Users** – Who rely on Outlook for daily email communication
- **Executives & Managers** – Looking to improve email efficiency and scheduling
- **Customer Support & Sales Teams** – Who need AI-powered email responses
- **Entrepreneurs & Freelancers** – Wanting to automate email communication
- Anyone looking to optimize email and calendar management with AI

Training Content:



Module 1: Introduction to Microsoft Outlook

- Understanding the Outlook interface (Web & Desktop)
- Setting up email accounts and customizing preferences
- Navigating Mail, Calendar, People, and Tasks

Module 2: Email Management & AI-Powered Writing

- Composing, formatting, and sending professional emails
- Using Microsoft Copilot for AI-powered email drafting
- AI-based tone and grammar suggestions
- Managing inbox efficiently with rules, folders, and filters
- Smart email categorization and focused inbox

Module 3: Scheduling & Calendar Management

- Creating and managing calendar events and meetings
- Sharing calendars and scheduling across teams
- Setting up reminders and notifications

Module 4: Collaboration & Productivity Tools

- Using AI-powered Meeting Insights in Outlook
- Using Dictation and Voice Commands for faster email composition

Module 5: Advanced Features & Productivity Hacks

- Customizing the Outlook ribbon and quick access toolbar
- Using keyboard shortcuts for faster navigation
- Automating workflows with Outlook rules
- AI-powered email summaries and insights

Key Takeaways:

- AI-Powered Email Writing – Write faster and more professional emails with Copilot
- Inbox Organization – Master rules, filters for email efficiency
- Calendar & Scheduling – Manage meetings like a pro
- Collaboration Tools – Seamless integration with Microsoft 365 apps
- Automation & Productivity – Save time with AI-driven automation features

- **Interactive Training**
- **Hands on Exercises**
- **Certificate of Completion**

Upgrade your Outlook skills and supercharge your email productivity with AI!