

Course Details		
Course Title: MSO 110 - Adding Work Hours and Location in Microsoft Outlook	Project Audience: Employees new to Microsoft products	
Course Description: This course guides you through the process of customizing your Microsoft Outlook calendar, focusing on how to set your work hours and specify the days you work remotely or in the office.	Difficulty: Beginner	Skills: Administrative Skills Communication Tools Navigating Software
Course Learning Objective(s): After completing this course, you'll be able to: <ul style="list-style-type: none"> • Locate the work hours and location settings in Microsoft Outlook. • Demonstrate how to add your work hours and location. • Demonstrate how to make your location visible to others. 		
Vocabulary: <ul style="list-style-type: none"> • Mon = Monday • Tue = Tuesday 		
	Page Text	Design Ideas
	Chapter Title: Introduction	
1	Page Title: Welcome Page Content: Welcome, [[FirstName]]! In this course, we'll cover how to update your calendar settings to show your work hours and location in Microsoft Outlook. Having accurate calendar settings helps your colleagues easily schedule meetings at times that work best for you. After completing this course, you'll be able to: <ul style="list-style-type: none"> • Locate the work hours and location settings in Microsoft Outlook. • Demonstrate how to add your work hours and location. • Demonstrate how to make your location visible to others. Click Next to get started.	Media: None Page Template: Welcome

2	<p>Page Title: Choose Your Path</p> <p>Page Content: This course can be completed by following a step-by-step walk-through or watching a video.</p> <p>Select your preferred option below:</p> <p>Walk-through [button - navigate forward] Video [button - jump to first video page]</p>	<p>Media: None Page Template: Choose Your Path</p>								
Chapter Title: Adding work hours and location										
3	<p>Page Title: Scenario</p> <p>Page Content: If you find yourself manually responding to meeting requests from colleagues in multiple time zones, you can more efficiently share your availability through your Microsoft Outlook calendar. {Click Next to continue.}</p>	<p>Media: Image of busy person, calendar, etc. Page Template: First Simulation Page - Next Button</p>								
4	<p>Page Title: Changing Your Settings</p> <p>Page Content: Let's customize your Microsoft Outlook account by adjusting the Settings. {From the top option bar, click Settings.}</p>	<p>Media: Inbox Screenshot Page Template: Hotspot Page Design:</p> <table border="1" data-bbox="1486 911 1948 992"> <thead> <tr> <th></th> <th>Name</th> <th>Element</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Settings</td> <td>Hotspot</td> <td>Next Page</td> </tr> </tbody> </table>		Name	Element	Action	1	Settings	Hotspot	Next Page
	Name	Element	Action							
1	Settings	Hotspot	Next Page							
5	<p>Page Title: Changing Your Calendar Settings</p> <p>Page Content: You can adjust multiple settings from the menu, including your Calendar. {From the menu on the left, click Calendar.}</p>	<p>Media: Settings Menu Screenshot Page Template: Hotspot Page Design:</p> <table border="1" data-bbox="1486 1177 1948 1258"> <thead> <tr> <th></th> <th>Name</th> <th>Element</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Calendar</td> <td>Hotspot</td> <td>Next Page</td> </tr> </tbody> </table>		Name	Element	Action	1	Calendar	Hotspot	Next Page
	Name	Element	Action							
1	Calendar	Hotspot	Next Page							
6	<p>Page Title: Updating Your Work Hours and Location</p> <p>Page Content:</p>	<p>Media: Calendar Menu Screenshot Page Template: Hotspot Page Design:</p>								

	<p>The menu shows options for how to customize your Microsoft Outlook calendar, which enables you to add your availability.</p> <p>{Click Work hours and location.}</p>	<table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Element</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Work hours and location</td> <td>Hotspot</td> <td>Next Page</td> </tr> </tbody> </table>		Name	Element	Action	1	Work hours and location	Hotspot	Next Page				
	Name	Element	Action											
1	Work hours and location	Hotspot	Next Page											
7	<p>Page Title: Adding Workdays</p> <p>Page Content:</p> <p>First, select the days that you work.</p> <p>{Select the Mon checkbox.}</p>	<p>Media: Work hours and location Screenshot</p> <p>Page Template: Checkbox</p> <p>Page Design:</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Element</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Mon</td> <td>Checkbox</td> <td>Next Page</td> </tr> </tbody> </table>		Name	Element	Action	1	Mon	Checkbox	Next Page				
	Name	Element	Action											
1	Mon	Checkbox	Next Page											
8	<p>Page Title: Adding Work Hours</p> <p>Page Content:</p> <p>Next, select the hours you work during each workday. Let's say that on Mondays, your current schedule is 9am to 5pm.</p> <p>{Next to Mon, click the Start Time dropdown, then select 9:00 AM.}</p>	<p>Media: Work hours and location Screenshot</p> <p>Page Template: Dropdown</p> <p>Page Design:</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Element</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Start Time Dropdown</td> <td>Dropdown</td> <td>Open Menu</td> </tr> <tr> <td>2</td> <td>9:00 AM</td> <td>Dropdown</td> <td>Next Page</td> </tr> </tbody> </table> <p>Start Time Dropdown menu options (in order):</p> <ul style="list-style-type: none"> • 7:30 AM • 8:00 AM • 8:30 AM • 9:00 AM • 9:30 AM 		Name	Element	Action	1	Start Time Dropdown	Dropdown	Open Menu	2	9:00 AM	Dropdown	Next Page
	Name	Element	Action											
1	Start Time Dropdown	Dropdown	Open Menu											
2	9:00 AM	Dropdown	Next Page											
9	<p>Page Title: Adding Work Hours</p> <p>Page Content:</p> <p>Next, add your end time for Monday.</p>	<p>Media: Work hours and location Screenshot</p> <p>Page Template: Dropdown</p> <p>Page Design:</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Element</th> <th>Action</th> </tr> </thead> <tbody> </tbody> </table>		Name	Element	Action								
	Name	Element	Action											

	<p>{Click the End Time dropdown and select 5:00 PM.}</p>	<table border="1" data-bbox="1486 159 1955 315"> <tr> <td>1</td> <td>End Time Dropdown</td> <td>Dropdown</td> <td>Open Menu</td> </tr> <tr> <td>2</td> <td>5:00 PM</td> <td>Dropdown</td> <td>Next Page</td> </tr> </table> <p>End Time Dropdown menu options (in order):</p> <ul style="list-style-type: none"> • 4:00 PM • 4:30 PM • 5:00 PM • 5:30 PM • 6:00 PM 	1	End Time Dropdown	Dropdown	Open Menu	2	5:00 PM	Dropdown	Next Page				
1	End Time Dropdown	Dropdown	Open Menu											
2	5:00 PM	Dropdown	Next Page											
10	<p>Page Title: Adding Location</p> <p>Page Content:</p> <p>Now that you have added your hours, adjust the location for where you plan to work on Mondays.</p> <p>{Click the Location dropdown.}</p>	<p>Media: Work hours and location Screenshot</p> <p>Page Template: Dropdown</p> <p>Page Design:</p> <table border="1" data-bbox="1486 711 1955 831"> <thead> <tr> <th></th> <th>Name</th> <th>Element</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Location</td> <td>Dropdown</td> <td>Open Menu</td> </tr> </tbody> </table> <p>Location Dropdown menu options (in order):</p> <ul style="list-style-type: none"> • Office • Remote 		Name	Element	Action	1	Location	Dropdown	Open Menu				
	Name	Element	Action											
1	Location	Dropdown	Open Menu											
10a	<p>Layer 1: Adding Location</p> <p>Page Content:</p> <p>The Remote option indicates that you are working from a location outside the office, such as your home. The Office option signifies that you are working at your designated onsite workplace. Check your office policies about remote work for more information.</p>	<p>Media: Work hours and location Screenshot</p> <p>Page Template: Highlight</p> <p>Page Design:</p> <table border="1" data-bbox="1486 1141 1955 1261"> <thead> <tr> <th></th> <th>Name</th> <th>Element</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Remote</td> <td>Highlight</td> <td>N/A</td> </tr> <tr> <td>3</td> <td>Office</td> <td>Highlight</td> <td>N/A</td> </tr> </tbody> </table>		Name	Element	Action	2	Remote	Highlight	N/A	3	Office	Highlight	N/A
	Name	Element	Action											
2	Remote	Highlight	N/A											
3	Office	Highlight	N/A											
10b	<p>Layer 1: Adding Location</p> <p>Page Content:</p>	<p>Media: Work hours and location Screenshot</p> <p>Page Template: Hotspot</p> <p>Page Design:</p>												

	<p>On Mondays, you work from home.</p> <p>{Select Remote.}</p>	<table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Element</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Remote</td> <td>Hotspot</td> <td>Next Page</td> </tr> </tbody> </table>		Name	Element	Action	1	Remote	Hotspot	Next Page
	Name	Element	Action							
1	Remote	Hotspot	Next Page							
11	<p>Page Title: Saving Your Availability</p> <p>Page Content:</p> <p>You will continue adding days, times, and locations as needed. After you've completed all the details, you're ready to set your availability.</p> <p>{Click Save.}</p>	<p>Media: Work hours and location Screenshot</p> <p>Page Template: Hotspot</p> <p>Page Design:</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Element</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Save</td> <td>Hotspot</td> <td>Next Page</td> </tr> </tbody> </table>		Name	Element	Action	1	Save	Hotspot	Next Page
	Name	Element	Action							
1	Save	Hotspot	Next Page							
Chapter Title: Videos										
	<p>Page Title: MSO 110 - Adding Work Hours and Location in Microsoft Outlook</p> <p>Page Content:</p> <p>[video]</p>	<p>Media: Video</p> <p>Page Template: Video</p> <p>Page Design:</p> <p>This chapter/these pages should be visible, <i>not</i> hidden</p>								
Chapter Title: Finishing Up										
	<p>Page Title: Summary</p> <p>Page Content:</p> <p>In this course, we covered how to update your calendar settings to show your work hours and location in Microsoft Outlook.</p> <p>You should now be able to:</p> <ol style="list-style-type: none"> 1. Locate the work hours and location settings in Microsoft Outlook. 2. Demonstrate how to add your work hours and location. 3. Demonstrate how to make your location visible to others. <p>If you'd like to review these topics, use the Course Map button at the top of the screen to navigate back to a page you'd like to reexamine. When you're finished, click the Course Map button and return to this page.</p> <p>When you're ready to take the quiz, click Next.</p>	<p>Media: None</p> <p>Page Template: Summary</p>								

<p>Page Title: Quiz</p> <p>Page Content:</p> <p>1. [Hotspot] Your manager has requested that you update your work hours to reflect a new work schedule. Where do you click to view and update your availability?</p> <p>[Calendar menu screenshot – correct answer: Work hours and location]</p> <p>Explanation: On the Work hours and location screen, you can adjust your work hours and location.</p> <p>2. [Hotspot] You have recently been given the flexibility to work remotely a few days each week. You want to ensure your colleagues are aware of your remote work schedule. Where do you click to inform them of your remote workdays?</p> <p>[Work hours and location screenshot – correct answer: Show work location on my calendar]</p> <p>Explanation: Selecting the Show work location makes your work location visible to others, helping your colleagues know where you are working from on any given day. This can streamline communication and scheduling.</p> <p>3. [Hotspot] Your new work hours on Mondays are from 8:00 AM to 4:00 PM. Where do you click to update your schedule?</p> <p>[Work hours and location Screenshot where the Monday times are set to 7:00 AM to 4:00 PM – correct answer: 7:00 AM]</p> <p>Explanation: To change your work hours, you click on the Time dropdown menu to select a new time.</p>	<p>Media: Hotspot Screenshots</p> <p>Page Template: Quiz</p> <p>Page Design:</p> <p>Questions: 3</p> <p>Passing Score: 100%</p>
<p>Chapter Title: Resources [Hidden]</p>	
<p>Page Title: N/A</p> <p>Page Content:</p> <p>N/A</p>	<p>Media: TBD</p> <p>Page Template: Page Preview - Extra Information</p> <p>Page Design:</p>
<p>Page Title: Congratulations! You've completed this course.</p>	<p>Media: Default</p>

		<p>Page Template: Congratulations! You've completed this course.</p>
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