

Technology Onboarding for New Employees Storyboard Sample - Outlook Module

Screen 1 – Your Communication Lifeline: Why Outlook Matters

Purpose: Introduce Outlook as the primary communication and organization tool.

Visual: Outlook workspace image.

Interaction: Continue navigation.

Instructional Strategy: Advance Organizer

Screen 2 – Learning Objectives

Purpose: Set learner expectations.

Content: Compose emails, organize inboxes, manage contacts, use calendar.

Instructional Strategy: Goal Orientation

Screen 3 – Explore Outlook's Core Features

Purpose: Introduce key Outlook functions.

Visual: Accordion interaction.

Interaction: Expand sections for Inbox, Email, Folders, Contacts, Calendar.

Instructional Strategy: Learner-Controlled Exploration

Screen 4 – Getting Started

Purpose: Transition into procedural training.

Content: Overview of sending an email.

Instructional Strategy: Task Preparation

Screen 5 – Step 1: Click New Message

Purpose: Begin email creation procedure.

Instructional Strategy: Procedural Demonstration

Screen 6 – Step 2: Enter Recipient Address

Purpose: Guide learners through recipient selection.

Instructional Strategy: Procedural Demonstration

Screen 7 – Step 3: Add Subject Line

Purpose: Demonstrate effective email setup.

Instructional Strategy: Procedural Demonstration

Screen 8 – Step 4: Write Your Message

Purpose: Explain message composition.

Instructional Strategy: Procedural Demonstration

Screen 9 – Quick Review: Email Best Practices

Purpose: Reinforce learning.

Interaction: Flashcard activity covering subject lines, tone, attachments, and reply-all etiquette.

Instructional Strategy: Retrieval Practice