

Microsoft Office Specialist (MOS) Outlook Associate Certification

Aligned Program of Study: Office Management

Description

The [Microsoft Office Specialist \(MOS\) Outlook Associate certification](#) is part of the [Microsoft Office Specialist Program \(MOS\)](#). Students can take this certification on its own or in pursuit of their [Microsoft Office Specialist: Associate certification](#). The MOS Outlook Associate certification relies on performance-based, real-world scenarios to ensure each student can effectively demonstrate their ability to use Outlook's key features to focus on core communication, collaboration, and email skills. Certification tasks include managing Outlook settings and processes, managing messages, managing contacts and tasks, and managing schedules. Students who earn this certification will receive approximately 150 hours of instruction and hands-on experience with Outlook. Moreover, the MOS Outlook Associate certification is part of the Microsoft Office Specialist: Associate certification, which students can earn by completing any three of the following: Excel Associate, Word Associate, Outlook Associate, and PowerPoint Associate. Students who earn their Microsoft Office Specialist (MOS) Outlook Associate certification can showcase their accomplishment with Microsoft Office Specialist digital badges, which also allow employers to verify the student's certification.

Certification Information

Test Owner

Microsoft

1-877-696-7786

<https://www.microsoft.com/en-us/>

Testing Sites/Centers

To locate a current Certiport Authorized Testing Center in your area, use the [Certiport Authorized Testing Center Locator](#). Additionally, any high school or post-secondary institution can [enroll](#) with Certiport to become a testing center.

Registration Procedures

To register, create a user account [here](#).

Preparing to offer the certification

Exam Details

The MOS exams are performance-based and conducted in a "live" or "simulated" environment. Students will perform both a series of tasks to demonstrate their skills and complete an application-specific small project. The exam is 50 minutes and features 35 total questions.

Materials and Resources

Exam resources, including exam replay and exam policies, can be found on [Microsoft's certification site](#).

Vendor

| TDOE does not currently have a data-sharing agreement with any vendor for this certification, therefore the burden of proof to provide evidence of earning the certification will be on the school system. | |
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| Identified Vendors | Contact Information |
| Certiport, Inc. | Certiport, Inc. Phone: (888) 999-9830 https://certiport.pearsonvue.com/ |