

Outlook 2016 (All Levels)



Days: 2

Prerequisites: To ensure your success in this course you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, and manage files and folders is recommended.

Audience: This course is intended for people who have a basic understanding of Microsoft® Windows® and need to know how to use Outlook as an email client to manage their email communications, calendar appointments, contact information, and other communication tasks. In addition to creating and sending email, this course will introduce you to organizing your mail, working with attachments, formatting message text, scheduling meetings, and responding to meeting invitations.

Description: This course is the first in a series of two Microsoft® Office Outlook® 2016 courses. It will provide you with the basic skills you need to start using Outlook 2016 to manage your email communications, contact information, calendar events, tasks, and notes. In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create tasks and notes for yourself, and customize the Outlook interface to suit your working style. You will learn to customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate many management tasks, work with calendars and contacts, manage tasks, protect data with archiving and data files, as well as share and delegate access to your workspaces. In short, you'll work with a wide range of features and options and, in so doing, understand why Outlook is a leading personal management system.

OUTLINE:

DAY 1

LESSON 1: GETTING STARTED WITH OUTLOOK 2016

- Topic A: Navigate the Outlook Interface
- Topic B: Work with Messages
- Topic C: Access Outlook Help

LESSON 2: FORMATTING MESSAGES

- Topic A: Add Message Recipients
- Topic B: Check Spelling and Grammar
- Topic C: Format Message Content

LESSON 3: WORKING WITH ATTACHMENTS AND ILLUSTRATIONS

- Topic A: Attach files and Items
- Topic B: Add Illustrations to Messages
- Topic C: Manage Automatic Message Content

LESSON 4: CUSTOMIZING MESSAGE OPTIONS

- Topic A: Customize Reading Options
- Topic B: Track Messages
- Topic C: Recall and Resend Messages

LESSON 5: ORGANIZING MESSAGES

- Topic A: Mark Messages
- Topic B: Organize Messages Using Folders

LESSON 6: MANAGING YOUR CONTACTS

- Topic A: Create and Edit Contacts
- Topic B: View and Print Contacts

LESSON 7: WORKING WITH THE CALENDAR

- Topic A: View the Calendar
- Topic B: Create Appointments
- Topic C: Schedule Meetings
- Topic D: Print the Calendar

LESSON 8: WORKING WITH TASKS AND NOTES

- Topic A: Create Tasks
- Topic B: Create Notes

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DAY 2

LESSON 1: MODIFYING MESSAGES AND SETTING GLOBAL OPTIONS

- Topic A: Insert Advanced Characters and Objects
- Topic B: Modify Message Settings and Options
- Topic C: Configure Global Outlook Options
- Topic D: Customize the Outlook Interface

LESSON 2: ORGANIZING, SEARCHING, AND MANAGING MESSAGES

- Topic A: Group and Sort Messages
- Topic B: Filter and Manage Messages
- Topic C: Search Outlook Items

LESSON 3: MANAGING YOUR MAILBOX

- Topic A: Use the Junk E-Mail Filter to Manage Messages
- Topic B: Manage Your Mailbox

LESSON 4: AUTOMATING MESSAGE MANAGEMENT

- Topic A: Use Automatic Replies
- Topic B: Use the Rules Wizard to Organize Messages
- Topic C: Create and Use Quick Steps

LESSON 5: WORKING WITH CALENDAR SETTINGS

- Topic A: Set Advanced Calendar Options
- Topic B: Create and Manage Additional Calendars
- Topic C: Manage Meeting Responses

LESSON 6: MANAGING CONTACTS

- Topic A: Import and Export Contacts
- Topic B: Use Electronic Business Cards
- Topic C: Forward Contacts

LESSON 7: MANAGING ACTIVITIES BY USING TASKS

- Topic A: Assign and Manage Tasks

LESSON 8: SHARING WORKSPACES WITH OTHERS

- Topic A: Delegate Access to Outlook Folders
- Topic B: Share Your Calendar
- Topic C: Share Your Contacts

LESSON 9: MANAGING OUTLOOK DATA FILES

- Topic A: Use Archiving to Manage Mailbox Size
- Topic B: Back Up Outlook Items
- Topic C: Change Data File Settings