

Overview:

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.

Course Objectives

Participants will:

- Navigate Outlook 2016 to read and respond to email.
- Use the Address Book, format and spell check new messages.
- Attach files and insert illustrations to messages.
- Customize read and response options.
- Use flags, categories, and folders to organize messages.
- Create and work with Contacts.
- Create appointments and schedule meetings in Calendar.
- Create and work with Tasks and Notes.
- Understand the Outlook interface.

1. Office Workspace Basics

- Basic Window Elements
- Exploring Office Backstage
- Working with the Ribbon
- Customizing the Quick Access Toolbar
- Using the Status Bar

2. Introduction to Outlook

- What is Outlook?
- Using the Navigation Pane
- Working with Folders
- Exploring the Inbox
- Reading Your E-Mail
- Replying to an E-Mail Message
- Forwarding a Message
- Sending a New Message
- Adding an Attachment
- Viewing Sent Items

3. Managing Messages

- Flagging Messages for Follow Up
- Using Multiple E-Mail Accounts
- Adding a Signature
- Formatting Messages
- Setting Message Priorities
- Setting Delivery Options
- Using the Rules Wizard
- Printing Your E-Mail
- Saving Messages

4. Maintaining Contacts

- Adding Contacts
- Viewing Contact Information
- Modifying and Deleting Contacts
- Creating a Contact Group
- Sending a Message to a Contact
- Using Outlook to Call a Contact
- Printing, Importing & Exporting Contact Information

5. Coordinating Calendars

- Viewing Calendar Information
- Scheduling Appointments
- Adding Recurring Appointments
- Exploring Calendar Settings
- Planning & Scheduling a Meeting
- Responding to Meeting Requests
- Printing Your Calendar

6. Scheduling Tasks

- Creating & Viewing Tasks
- Using the Task Form
- Assigning Tasks to Others
- Responding to Task Requests
- Keeping Notes

7. Organizing Information

- Managing Folders
- Copying Items among Folders
- Locating Items
- Creating Categories
- Arranging Items
- Controlling Junk E-mail
- Designing Custom Views

8. Working in the Cloud with Office 365

- What is the Cloud?
- What is Office 365?
- Understanding OneDrive
- Opening & Saving Files