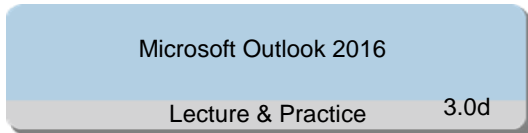




MICROSOFT OUTLOOK 2016

Training Path



Target Audience

This course is designed for participants who wish to learn Microsoft Outlook 2016

Prerequisites

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer.

Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders

Objectives

Participants will learn the basic skills needed to start using Outlook 2016 to manage email communications, calendar events, contact information, tasks, and notes.

Training Content

Lesson 1: Getting Started With Outlook 2016

- Navigate the Outlook Interface
- Perform Basic Email Functions
- Use Outlook Help

Lesson 2: Composing Messages

- Create an Email Message
- Check Spelling and Grammar
- Format Message Content
- Attach Files and Items
- Enhance an Email Message
- Manage Automatic Message Content

Lesson 3: Reading and Responding to Messages

- Customize Reading Options
- Work with Attachments
- Manage Your Message Responses

Lesson 4: Managing Your Messages



- Manage Messages Using Tags, Flags, and Commands
- Organize Messages Using Folders

Lesson 5: Managing Your Calendar

- View the Calendar
- Manage Appointments
- Manage Meetings
- Print Your Calendar

Lesson 6: Managing Your Contacts

- Create and Update Contacts
- View and Organize Contacts

Lesson 7: Working With Tasks and Notes

- Manage Tasks
- Manage Notes

Lesson 8: Customizing the Outlook Environment

- Customize the Outlook Interface
- Create and Manage Quick Steps