
Microsoft Outlook 2016

Course Content

Email has become one of the most widely used methods of communication, whether for personal or business communications. In most organizations, large or small, email is the preferred form of communicating information amongst employees.

As email grows in popularity and use, most organizations have found the need to implement a corporate mail management system such as Microsoft Outlook to handle

the emails and meeting invitations sent among employees.

In this 1-day course, students will use Outlook to send, receive, and manage email messages, manage contact information, schedule appointments and meetings, create tasks and notes for yourself, and customize the Outlook interface to suit your working style.

Lessons include the following:

- Get Started With Outlook 2016
 - Navigate the Outlook Interface
 - Work with Messages
 - Access Outlook Help
- Format Messages
 - Add Message Recipients
 - Check Spelling and Grammar
 - Format Message Content
- Work with Attachments and Illustrations
 - Attach Files and Items
 - Add Illustrations to Messages
 - Manage Automatic Message Content
- Customize Message Options
 - Customize Reading Options
 - Track Messages
 - Recall and Resend Messages
- Organize Messages
 - Mark Messages
 - Organize Messages using Folders
- Manage Your Contacts
 - Create and Edit Contacts
 - View and Print Contacts
- Work with the Calendar
 - View the Calendar
 - Create Appointments
 - Schedule Meetings
 - Print the Calendar
- Work with Tasks and Notes
 - Create Tasks
 - Create Notes