

MS OUTLOOK 2016 – Course Outline

Duration – 6 Hrs

Understanding the Outlook Environment

- Outlook Concepts
- Getting Started
- Working in Outlook
- Creating and Customizing Notes
- Using Outlook Help

Communicating with E-mail Messages

- Creating and Sending Messages
- Replying to, Forwarding, and Deleting Messages

Working with Contacts

- Managing Contacts
- Tracking Communications in the Journal

Managing Messages

- Creating Contact Groups
- Creating Distribution Lists
- Organizing, Sorting, and Finding Messages
- Managing Junk E-Mail
- Managing Tasks
- Creating, Editing, and Deleting Tasks
- Organizing and Tracking Tasks

Scheduling and Managing Appointments Scheduling

- Appointments
- Managing Appointments
- Calendar Options

Scheduling Meeting

- Planning, Requesting, and Scheduling Meetings
- Rescheduling and Cancelling Meetings

Printing and Saving Outlook Items

- Selecting Print Styles and Printing Messages
- Printing Schedules and Contact Lists