

MS Outlook 2016 – Level 2 Course Outline

Duration – 6 Hrs

Customizing Outlook

- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Customizing Outlook Today
- Starting Outlook Automatically
- Adding Fields to a View
- Creating a Custom View
- Using Custom Groups
- The Weather Bar
- Changing Outlook's Default Options

Email Features

- Saving Unfinished Messages (Drafts)
- Recalling a Message
- Resending a Message
- Using the Out of Office Assistant
- Delaying Sending a Message
- Using Quick Steps
- Inserting Screenshots

Automating Commands

- Managing Quick Steps
- Creating a Rule
- Creating a Rule with the Rules Wizard
- Managing Rules
- Taking and Tracking a Vote

Organizing and Finding Information

- Exploring the Folder List
- Creating and Using Folders
- Managing Folders
- Using Instant Search
- Refining a Search
- Using Advanced Find
- Creating and Using Search Folders
- Modifying and Deleting Search Folders
- Sorting and Grouping Information
- Filtering Information

Working with Tasks

- Adding a Task
- Changing Task Views
- Sorting Tasks
- Updating a Task
- Creating a Recurring Task
- Attaching an Item to a Task
- Assigning a Task
- Printing Tasks
- Completing a Task

Collaborating with Other Users

- Sharing Your Calendar
- Opening Shared Calendars
- Using Schedule View
- Scheduling Meetings
- Responding to a Meeting Request
- Working with Calendar Groups
- Sharing Outlook Folders
- Giving Delegate Permissions

Managing Outlook Data

- Using Mailbox Cleanup
- Using Auto-Archive
- Manually Archiving and Retrieving Information
- Importing Information
- Exporting Information
- Working with Personal Folders Files