

Outlook 2016 - Level 1

Duration: 1 day

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 customise the Outlook interface to suit your working style.

Target Audience:

This course is intended for people who have a basic understanding of Microsoft® Windows® and need to know how to use Outlook as an email client to manage their email communications, calendar appointments, contact information, and other communication tasks. In addition to creating and sending email, this course will introduce you to organising your mail, working with attachments, formatting message text, scheduling meetings and responding to meeting invitations.

At Course Completion:

Upon successful completion of this course, students will be able to:

- Understand some of the more basic email concepts
- Start Microsoft Outlook and navigate its key features
- Create and send email messages
- Receive emails in your inbox and then work with them
- Competently work with file and item attachments within email messages
- Work with message flags and reminders
- Work effectively with junk email
- Work with the Calendar feature
- Create and work with contacts
- Create and work with tasks

Module 1: Getting Started with Outlook 2016

- Navigate the Outlook Interface
- Work with Messages
- Access Outlook Help

Module 2: Formatting Messages

- Add Message Recipients
- Check spelling and grammar
- Format message content

Module 3: Working with Attachments and Illustrations

- Attach Files and Items
- Add illustrations to messages
- Manage automatic message content

Module 4: Customising Message Options

- Customise Reading Options
- Track messages
- Recall and Resend messages

Module 5: Organising Messages

- Mark Messages
- Organise Messages using folders

Module 6: Managing Your Contacts

- Create and Edit contacts
- View and Print contacts

Module 7: Working with the Calendar

- View the Calendar
- Create Appointments
- Schedule Meetings
- Print the Calendar

Module 8: Working with Tasks and Notes

- Create Tasks
- Create Notes