

Outlook 2016 - Part 1

Price
\$295.00

Duration
1 Day

Delivery Methods
VILT, Private Group



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 customize the Outlook interface to suit your working style.

On July 1, 2022 all Microsoft Office Classes will be taught using Microsoft Office 365 courseware and labs. Whether you use Microsoft Office 2016, 2019 or 365 versions, the process, tools, and techniques are the same. You will learn everything you need to improve your productivity, knowledge, and skill.

Who Should Attend

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 organizing your mail, working with attachments, formatting message text, scheduling meetings, and responding to meeting invitations.

This class is not currently scheduled.

[Contact us and we will help you get the training you need!](#)

Course Objectives

In this course, you will use Outlook to manage your email communications, including:

- Composing, reading, and responding to emails
- Schedule appointments and meetings
- Manage contact information
- Schedule tasks and create notes
- Customize message response options, and organize your

mail

- Navigate Outlook 2016 to read and respond to email
- Use the Address Book, format and spell check new messages
- Attach files and insert illustrations to messages
- Customize read and response options
- Use flags, categories, and folders to organize messages
- Create and work with Contacts
- Create appointments and schedule meetings in Calendar
- Create and work with Tasks and Notes.

Agenda

1 - GETTING STARTED WITH OUTLOOK 2016

- Topic A: Navigate the Outlook Interface
- Topic B: Work with Messages
- Topic C: Access Outlook Help

2 - FORMATTING MESSAGES

- Topic A: Add Message Recipients
- Topic B: Check Spelling and Grammar
- Topic C: Format Message Content

3 - WORKING WITH ATTACHMENTS AND ILLUSTRATIONS

- Topic A: Attach Files and Items
- Topic B: Add Illustrations to Messages
- Topic C: Manage Automatic Message Content

4 - CUSTOMIZING MESSAGE OPTIONS

- Topic A: Customize Reading Options
- Topic B: Track Messages
- Topic C: Recall and Resend Messages

5 - ORGANIZING MESSAGES

- Topic A: Mark Messages
- Topic B: Organize Messages Using Folders

6 - MANAGING YOUR CONTACTS

- Topic A: Create and Edit Contacts
- Topic B: View and Print Contacts

7 - WORKING WITH THE CALENDAR

- Topic A: View the Calendar
- Topic B: Create Appointments
- Topic C: Schedule Meetings
- Topic D: Print the Calendar

8 - WORKING WITH TASKS AND NOTES

- Topic A: Create Tasks
- Topic B: Create Notes

Next Course Recommendations

- Outlook 2016 - Part 2