

Microsoft Outlook 2016 Introduction

Duration: 1 Day

This course has been designed for users who are new to Outlook.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Introduction

- Understanding the screen layout
- Customizing the view
- Understanding the standard folders
- Peek

Email – sending and receiving messages

- Sending and reading messages
- Replying and forwarding messages
- Setting message tags and properties
- Attachments
- Auto reply
- Quick Parts
- Inserting a table
- Spell Checker
- Printing and deleting messages
- Creating and using personal folders
- Adding signatures
- Drafts

Email – managing messages

- Flags
- Categories
- Sorting messages
- Creating and using email folders
- Printing and deleting messages

Contacts (People Folder)

- Viewing, printing, adding and editing contacts
- Sending an email to a contact
- Creating a contact group

Calendar

- Using the calendar screen
- Creating and editing appointments
- Making an entry private
- All Day Events
- Reminders
- Recurring appointments
- Scheduling meetings
- Calendar permissions
- Viewing other calendars
- Calendar views
- Printing and deleting entries

Tasks

- Creating, editing and deleting tasks
- Recurring tasks

Notes

- Creating and editing a note
- Changing the colour of a note
- Forwarding a note
- Deleting a note