

Course Outline

Microsoft Outlook 2016 - Level 1 Course OUT16INT: 1-day Virtual Instructor Led

Course Content

Getting Started with Outlook 2016

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

Formatting Messages

- Add Message Recipients
- Check Spelling and Grammar
- Format Message Content

Working with Attachments and Illustrations

- Attach Files and Items
- Add Illustrations to Messages
- Manage Automatic Message Content

Customizing Message Options

- Customize Reading Options
- Track Messages
- Recall and Resend Messages

Organizing Messages

- Mark Messages
- Organize Messages Using Folders

Managing Your Contacts

- Create and Edit Contacts
- View and Print Contacts

Working with the Calendar

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

Working with Tasks and Notes

- Create Tasks

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- Create Notes