

Outlook 2016 - Part 1

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 customize the Outlook interface to suit your working style.

Prerequisites

- Using Microsoft Windows 10
- Microsoft Windows 10: Transition from Windows 7

Prerequisite Comments

To ensure your success in this course you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, and manage files and folders is recommended.

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

Course Objectives

[Register Online](#)

Schedule

Class Length: 1 Day

G2R = "Guaranteed to Run" OLL = "Online LIVE" ILT = "Instructor-Led-Training"					
05/26/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
07/27/21	G2R	10:00AM - 6:00PM	Global COL	OLL	\$295.00
08/30/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
09/27/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
10/25/21	G2R	10:00AM - 6:00PM	Global COL	OLL	\$295.00
11/30/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
12/27/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00

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.

You will:

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.

Course Outline

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

Related Courses, Certifications, Exams

- Using Microsoft Windows 10
- Microsoft Windows 10 - Transition from Windows 7
- Outlook 2016 - Part 2
- Word 2016 - Part 1

Technical

- [Azure](#)
- [Dynamics CRM](#)
- [Exchange](#)
- [SharePoint](#)
- [Skype for Business](#)
- [SQL Server](#)
- [System Center](#)
- [Visual Studio](#)
- [Windows](#)
- [Windows Server](#)

- [Cisco](#)
- [Citrix](#)
- [Cloud and Big Data](#)
- [CompTIA](#)
- [IBM](#)
- [Info Security](#)
- [ITIL](#)
- [Red Hat](#)
- [VMware](#)

Applications

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- [Visio](#)
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- [Acrobat](#)
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- [InDesign](#)
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Business

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