

## Outlook 2016 - Part 1

### Overview

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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

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

### Prerequisite Comments

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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

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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

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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

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### 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

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## Related Courses, Certifications, Exams

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

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