

## Outlook 2016 Introduction

**Length:** 1 Day

**Summary:** At this introductory level, participants will learn all the everyday tasks and features within Microsoft Outlook. It is a complicated and large application and delegates will finish the day with a clear understanding of all the E-Mail features and general navigation and uses. All the different components are covered (not just E-Mail). Students will learn about using Notes, Tasks, Appointments, and managing contacts.

### COURSE CONTENT

#### 1: OUTLOOK ESSENTIALS

- Getting Started
- Exploring the Outlook Window
- Navigating in Outlook
- The Navigation Pane
- Getting Help
- Using Outlook Help
- Obtaining Context-Sensitive Help
- Printing Documents
- Setting Up the Page
- Selecting Additional Printing Options
- Previewing and Printing a Document
- Ending an Outlook Session
- Saving Your Data
- Minimizing and Restoring Outlook
- Exiting from Outlook and Logging Off

#### 2: COMMUNICATING WITH MAIL

- Using the Inbox
- Checking for New Messages
- Previewing and Opening Messages
- The Ribbon
- Selecting and Printing a Message
- Closing a Message
- Sorting Messages
- Filtering Messages
- Composing a New Message

- Addressing and Typing a Message
- Editing Text
- Formatting Text
- Using AutoComplete
- Including a Signature with a Message
- Correcting Spelling as You Type
- Sending a Message
- Forwarding and Replying to Messages
- Replying to a Message
- Managing Messages Using Folders
- Moving a Message to a Folder
- Deleting and Restoring a Message

#### 3: ORGANIZING CONTACTS

- Creating a Contact List
- Adding Contacts Manually
- Selecting and Editing an Address Card
- Transmitting and Adding Contacts with E-mail
- Managing Contacts
- Changing the Current View

#### 4: SCHEDULING WITH CALENDAR

- Navigating in Calendar
- Viewing a Day, a Week, or a Month
- Using the Date Navigator
- Viewing a Range of Dates, Several Weeks, and Discontinuous Days
- Showing Two Time Zones

- Making and Moving Appointments
- Selecting an Appointment and Modifying the Date in Day View
- Modifying the Date in Week View
- Changing the Time of an Appointment
- Managing Appointments
- Editing Recurring Appointments
- Creating Tentative Appointments
- Inserting All Day Events
- Deleting Appointments
- Restoring Deleted Appointments

## **5. TASKS**

- Working with Tasks
- Creating a Task
- Selecting and Editing a Task
- Making a Task Recurring
- Deleting and Restoring a Task
- Managing Tasks
- Setting the Priority for a Task
- Tracking a Task's Status and Marking a Task Completed
- Using Task Timeline View

## **6. KEEPING A JOURNAL AND USING NOTES**

- Tracking Activities
- Working with Notes
- Writing a Note
- Opening and Editing a Note
- Organizing Notes
- Changing Icon Size

## **APPENDIX A: ADDITIONAL FEATURES IN OUTLOOK 2016**

- Word as E-Mail Editor
- The Office Ribbon
- Autosuggest
- Outlook Colour Coded Category Labels
- Send/Receive Groups
- Editing and adding Mail accounts
- Views in Outlook 2016
- Miscellaneous Features in Outlook 2016

## **APPENDIX B: CLASSROOM SETUP**

- Preparing Outlook on Your Server
- Preparing Files and Sending Messages
- Preparing Outlook on Each Workstation
- Changing Outlook Default Settings
- After Training or Before Your Next Outlook Course

## **APPENDIX C: ADDITIONAL FEATURES IN OFFICE 2016**

- Office 2016 – A New Platform
- At a Glance Highlights Across the Suite
- New Visual and navigational Features
- File formats
- User Assistance System (HELP)
- Collaboration features
- Themes and Quick Styles
- Application-specific changes
- General Keyboard Navigational Tips in Office 2016