

## **Microsoft Office Outlook 2016: Part 2**

**Modality: Virtual Classroom**

**Duration: 1 Day**

### **About this Course:**

Emails have taken over the corporate world as the primary method of business communication. It has impacted the lives of many, and it is most likely that emails are here to stay. Not even the popularity of social media can take the place of emails.

Many organizations now use an email management system, which can combine the powers of Microsoft Exchange Server and Microsoft® Office Outlook 2016.

This course aims to teach you ways to customize outlook accounts, configure and filter emails, set global options, conduct advance level searches, sort out spam emails, and create automated management rules. With this course, you will also learn how to schedule meetings and appointments on calendars, manage data files, and create a better workspace.

In essence, you will be introduced to a variety of features, and you will gain comprehensive knowledge about Outlook.

This course can even be beneficial if you wish to prepare for the Microsoft Office Specialist Certification - Microsoft Office Outlook 2016.

### **Course Objectives:**

At the end of this course, you will be eligible to use Outlook for various tasks, including email and contacts management, organizing emails so that you can professionally compose emails. Other than that, you will be able to take notes, customize tasks, and schedule meetings.

- Edit messages and set global options
- Sort, manage and arrange messages
- Mailbox management
- Automated messages
- Customize Calendars
- Format contacts and groups
- Manage tasks and activities
- Shared workspaces
- Outlook data files management

### **Audience:**

The target audience for this course are candidates who are already familiar with Microsoft® Windows®, and they wish to use Microsoft Outlook's advanced level features for email management, customization of calendars, manage contact information and search through contacts and

communication tasks.

This course can even be beneficial if you wish to prepare for the Microsoft Office Specialist Certification for Microsoft Office Outlook 2016.

## **Prerequisites:**

Before enrolling in this course, candidates should be familiar with working with an updated version of Windows, basic navigation, file structure and management, and logical operations. Additionally, a basic understanding of Microsoft Outlook will be good for you.

We recommend the following course as a pre-requisite:

- *Microsoft® Office Outlook 2016: Part 1*

## **Course Outline:**

### **Lesson 1: Modifying Messages and Setting Global Options**

**Topic A:** Insert Advanced Characters and Objects

**Topic B:** Modify Message Settings and Options

**Topic C:** Configure Global Outlook Options

**Topic D:** Customize the Outlook Interface

### **Lesson 2: Organizing, Searching, and Managing Messages**

**Topic A:** Group and Sort Messages

**Topic B:** Filter and Manage Messages

**Topic C:** Search Outlook Items

### **Lesson 3: Managing Your Mailbox**

**Topic A:** Use the Junk E-Mail Filter to Manage Messages

**Topic B:** Manage Your Mailbox

### **Lesson 4: Automating Message Management**

**Topic A:** Use Automatic Replies

**Topic B:** Use the Rules Wizard to Organize Messages

**Topic C:** Create and Use Quick Steps

## **Lesson 5: Working with Calendar Settings**

**Topic A:** Set Advanced Calendar Options

**Topic B:** Create and Manage Additional Calendars

**Topic C:** Manage Meeting Responses

## **Lesson 6: Managing Contacts**

**Topic A:** Import and Export Contacts

**Topic B:** Use Electronic Business Cards

**Topic C:** Forward Contacts

## **Lesson 7: Managing Activities by Using Tasks**

**Topic A:** Assign and Manage Tasks

## **Lesson 8: Sharing Workspaces with Others**

**Topic A:** Delegate Access to Outlook Folders

**Topic B:** Share Your Calendar

**Topic C:** Share Your Contacts

## **Lesson 9: Managing Outlook Data Files**

**Topic A:** Use Archiving to Manage Mailbox Size

**Topic B:** Back Up Outlook Items

**Topic C:** Change Data File Settings