

## **Microsoft Office Outlook 2016: Part 1**

**Modality: Virtual Classroom**

**Duration: 1 Day**

### **About this Course:**

Emails are the primary source of communication for businesses. In a professional capacity, people mostly like to communicate via email. It is one of the most preferred forms of communication among employees and management.

However, as organizations grow, businesses need a formal approach to organize email data. That means that they need to implement a corporate mail management system such as Microsoft® Office Outlook® properly organize and manage meetings and invitations sent and received via an email.

This course aims towards teaching you the ways to send, receive, manage and organize messages and contacts, schedule meetings and appointments, create a corporate calendar and make notes. This course will also teach you to customize the Outlook interface according to your style.

This course can even be beneficial if you wish to prepare for the Microsoft Office Specialist Certification for 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 respond and compose emails in a professional way. Other than that, you will be able to take notes, customize tasks and schedule meetings.

- Send and receive emails with Outlook 2016
- Use contacts, and type and modify new messages
- Attach files and other visuals
- Customize outlook
- Use categories, folders, and flags
- Schedule appointments and meeting in the calendar
- Create and assign tasks and notes

### **Audience:**

The target audience for this course is:

- Candidates who have the basic concept of Microsoft® Windows® and wish to learn about Outlook as a tool to manage emails, contacts, information, appointments, and calendar
- Candidates who want to organize their emails in a better way, including creating and responding to emails, scheduling appointments, sending and receiving invitations

## **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.

It is recommended to take one of these courses before this course:

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

## **Course Outline:**

### **Lesson 1: Getting Started with Outlook 2016**

**Topic A:** Navigate the Outlook Interface

**Topic B:** Work with Messages

**Topic C:** Access Outlook Help

### **Lesson 2: Formatting Messages**

**Topic A:** Add Message Recipients

**Topic B:** Check Spelling and Grammar

**Topic C:** Format Message Content

### **Lesson 3: Working with Attachments and Illustrations**

**Topic A:** Attach Files and Items

**Topic B:** Add Illustrations to Messages

**Topic C:** Manage Automatic Message Content

### **Lesson 4: Customizing Message Options**

**Topic A:** Customize Reading Options

**Topic B:** Track Messages

**Topic C:** Recall and Resend Messages

## **Lesson 5: Organizing Messages**

**Topic A:** Mark Messages

**Topic B:** Organize Messages Using Folders

## **Lesson 6: Managing Your Contacts**

**Topic A:** Create and Edit Contacts

**Topic B:** View and Print Contacts

## **Lesson 7: Working with the Calendar**

**Topic A:** View the Calendar

**Topic B:** Create Appointments

**Topic C:** Schedule Meetings

**Topic D:** Print the Calendar

## **Lesson 8: Working with Tasks and Notes**

**Topic A:** Create Tasks

**Topic B:** Create Notes

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