Microsoft Outlook 2016: Mac

Modality: On Demand

Duration: 30 Min

About the course:

In this online training series, students will explore exciting new features that will allow you to make your time more productive. Here you will explore to view and organize your messages, people, and calendars in different ways. Students will also explore the techniques to create meetings and appointments. MS Outlook 2016 for Mac is a great tool for managing emails and personal details that you can use daily.

Course Objective:

· How to change and customize email signatures

· Setup MS Outlook 2016

· How to create a new message

· How to add an attachment

· Checking grammar and spelling

· How to save messages as the draft

· Run and setup rules

· Formatting text in a message

· Understanding of scheduling and calendars

· Understanding of contact

· How to create a note

· How to categorize and sort notes

· How to create a task

· How to print contacts, attachments, and email message

Audience:

Anyone who wants to enhance his skill and knowledge of MS Outlook 2016.

Prerequisites:

There is no prerequisite needed for this online training course

Course Outline:

Getting Started

- What you'll learn in this series

What's New?

- Explore the new look
- Navigate between Outlook elements
- Weather forecast in calendar
- Customize and change email signatures

Email Basics

- Create a new message and add an attachment
- Preview, open, and save attachments
- Checking spelling and grammar
- Save unsent messages as drafts
- Reply to or forward a message
- Set an Out of Office message
- Format text in a message

Views

- Preview messages
- Mark a message as read or unread
- Group and ungroup messages

Calendars and Sharing

- Navigate the calendar
- Schedule an appointment and set reminders
- Schedule a meeting

Contacts

- Create a contact
- Forward a contact
- Add a contact picture
- Add a contact from an open message
- Create a contact group
- Delete a contact

Notes

- Create a note
- Sort and categorize notes

Tasks

- Create a task
- Flag an email message

Printing

- Print an email message and attachments
- Print a contact