Microsoft Outlook 2016: PC

Modality: On Demand

Duration: 1 Hour

About the course:

This online training will instruct you on how to use MS Outlook to send and receive emails, print your attachments and emails, rules, and set up contacts.

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 training

What's New?

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

Email Basics

- Setting up Outlook 2016
- Create a new message and add an attachment
- Preview, open, and save attachments
- Check spelling and grammar
- Save unsent message as draft
- Reply to or forward a message
- Set up and run rules
- Format text in a message

Views

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

Calendars and Scheduling

- Navigate the calendar
- Schedule an appointment
- Schedule a meeting

Contacts

- Find a contact
- Forward a contact
- Add a contact picture
- Email a contact
- Changing contact view
- 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