

# **Outlook 2016 Beginner**

**Modality: On Demand**

**Duration: 1 Hour**

## **About the course:**

This beginner-level course offers a fundamental understanding and knowledge regarding Outlook 2016. The course is designed to provide students full navigation with Outlook 2016, message options, contact groups, calendars, and flag options and many other things.

The outlook is the most widely used corporate email and scheduling software in the entire world. It can manage your schedule, assist to maintain your tasks on track, and keep your contacts. In this course, the learner will understand how to use outlook's full potential, and provide the understanding and knowledge of the options of this tools. The candidate will learn powerful features of Outlook as a computerized coordinator to automate overall activities, work together with others, share and personalize the program to meet the requirements.

## **Target Audience**

This course is intended for a person who is seeking to obtain fundamental knowledge and understanding of Outlook 2016. Any individual who needs to become well organized at work or at home can take advantage of this course.

## **Prerequisites**

There is no prerequisite to appear in this course.

## **Course Outline:**

### **Email and Contacts**

- Introduction
- Outlook 2016 Interface
- Tell Me
- Navigation in Outlook Using Peeking
- Smart Lookup
- Creating and Sending New Emails
- Mail Message Options
- Attaching Files to a Message
- Attaching OneDrive Files
- Viewing and Responding to Mail

- Sorting Messages and Using the Conversation View
- Flagging and Categorizing Email
- Creating Custom Categories
- Overview of the To Do Bar
- Printing and Deleting Messages
- Creating and Editing New Contacts
- Adding People to Your Favorites List
- Sorting and Finding Contacts
- Creating Contact Groups

## **Tasks and Calendar**

- Creating and Editing Tasks
- Difference Between Task Lists and To Do Lists
- Converting Emails into Tasks
- Introduction to the Outlook Calendar
- Using the Schedule View
- Adding and Editing Appointments
- Scheduling Recurring Appointments
- Scheduling Events
- Sending and Responding to Meeting Invitations
- Customizing the Calendar
- Creating Mailbox Subfolders and Moving Items to Folders
- Searching for and Finding Outlook Items
- Adding Search Folders
- Creating Notes