

MICROSOFT OUTLOOK 2016 - LEVEL 1 / INTRO

Course Code: 6673

Learn how to use Outlook 2016 to manage email communications, contact information, calendar events, tasks, and notes.

Microsoft Outlook is integrated information management software. Students will learn how to use Outlook 2016 to manage their email communications, contact information, calendar events, tasks, and notes.

What You'll Learn

Upon completion of the course, participants will be able to accomplish the following:

- Customize command sets
- Configure mail accounts
- Set global options
- Perform advanced searches
- Apply filters to intercept mail and control spam
- Create rules to automate many management tasks
- Work with calendars and contacts
- Manage tasks
- Protect data with archiving data files
- Share and delegate access to your workspaces

Who Needs to Attend

This course is meant for people who need to learn to effectively use Microsoft Outlook 2016.

Prerequisites

Before taking this course, students should be familiar with Windows and basic MS Office skills.

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CLASSROOM LIVE

\$295 USD

1 Day

Classroom Live Outline

Getting Started with Outlook 2016

- Navigate the Outlook Interface
- Work with Messages
- Access Outlook Help

Formatting Messages

- Add Message Recipients
- Check Spelling and Grammar
- Format Message Content

Working with Attachments and Illustrations

- Attach Files and Items
- Add Illustrations to Messages
- Manage Automatic Message Content

Customizing Message Options

- Customize Reading Options
- Track Messages
- Recall and Resend Messages

Organizing Messages

- Mark Messages
- Organize Messages Using Folders

Managing Your Contacts

- Create and Edit Contacts
- View and Print Contacts

Working with the Calendar

- View the Calendar
- Create Appointments
- Schedule Meetings
- Print the Calendar

Working with Tasks and Notes

- Create Tasks
- Create Notes

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VIRTUAL CLASSROOM LIVE

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Jun 30 - 30, 2025 | 9:00 AM - 4:00 PM EDT



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PRIVATE GROUP TRAINING

1 Day

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