

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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