

Customised IT and Soft Skills training to suit your needs

Microsoft Outlook 2016 Introduction Training Course Contents

Outlook 2016 Introduction Course Objectives:

After the course, you will be able to:

- Find your way around Outlook window
- Use address books
- Send and receive emails
- Use email options
- Organise your mail in folders
- Use Outlook Calendars
- Create Outlook tasks and notes

Audience

This course is designed for new users of MS Outlook. If you are self-taught, then the course will also help bridge any gaps in your knowledge

Course Prerequisite

You should have a basic knowledge of Outlook and basic Microsoft Windows, keyboard and mouse skills

Course Duration

This is a 1 day Outlook Training Course. Course starts at 09:30 and runs until 16:30

Course Locations / Schedule

This Outlook course can be run at our Outlook training centre or any preferred location in the UK. The course can be held on a date that suits you. We do not run public scheduled courses.

Outlook Overview

- Outlook environment, Ribbons and Toolbars
- Navigation Pane
- Preview Pane
- Access Help
- Outlook To Do Bar
- To do Bar
- File Tab
- People Pane

Address Books

- Understanding address books
- The global address list
- Contacts / Personal address book
- Creating contacts
- Contact options Sending an email to a contact
- Creating a distribution list
- More contact folders
- Add a contact from an email
- Shared Contacts
- Find Geographical position of contact

Working with Messages

- Addressing the message
- To, Cc and Bcc
- Composing and Formatting
- Mail Formats
- Spell-check
- Sending / receiving

- Read emails in the Preview Pane
- Read Emails by opening and closing
- Reply, Forward, Forward to all
- Conversations
- Create an Auto signature
- Attaching Files
- Set importance and sensitivity
- Read and delivery receipts

Organising Mail

- Create mail Folders
- Move mail
- Deleting messages
- Sort and Find messages
- Quick Find
- Clean-up Mailbox
- Using Out of Office Assistant
- Categories
- Filters

Using the Calendar

- Enter appointments
- Appointment formatting
- View and navigate within calendar
- Enter Events
- Adding religious/National Holidays
- Schedule Meetings
- Creating other calendars
- Viewing other calendars
- Merging calendars
- Printing the calendar
- Set Reminders
- Dealing with reminders

Tasks & Notes

- Enter Tasks in task view
- Enter tasks in to do bar
- Setting reminders
- Delete tasks
- Create Recurring Tasks
- Delegate Tasks to others
- Sending a status report
- Entering and Editing Notes
- Re-colouring notes
- Forwarding notes to others
- Saving a note to your desktop

Default Options

- Set options for the various aspects of Outlook
- Understand data files (PST)



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