



Outlook 2016

Microsoft Outlook will help you stay more organized and save you time by effectively managing your email, contacts, tasks and calendar appointments. You will learn how to create signature blocks, search for specific emails and efficiently save email attachments and much more...

Lesson 1 - Outlook Basics

- Introducing Outlook
- Setting Up an E-Mail Account
- Examining the Outlook Screen
- Using the Navigation Bar & Navigation Pane
- Using Reading View
- Changing Screen Magnification
- Navigating with the Ribbon
- Showing & Hiding the Ribbon
- Customizing Outlook
- Using Keyboard Shortcuts

Lesson 2 - Composing & Sending E-mail

- A Look at the Mail Module
- Creating an E-Mail Message
- Using the Auto-Complete List
- Checking Spelling
- Using Signatures
- Saving a Message Draft
- Formatting an E-Mail Message
- Using Stationery
- Applying Themes
- Sending Attachments
- Inserting Images into a Message
- Inserting Online Images
- Setting the Priority of a Message
- Request a Read or Delivery Receipt
- Inserting a Hyperlink

Lesson 3 - Receiving E-Mail

- Checking for E-Mail
- Reading E-Mail
- Replying to a Message
- Forwarding a Message
- Resend or Recall a Message
- Using the Reading Pane
- Replying from the Reading Pane
- Previewing, Saving and Opening Attachments
- Displaying Message Participant Information
- Creating Automatic Replies
- Subscribing to RSS Feeds

Lesson 4 - E-Mail Management

- Marking Messages as Unread
- Flagging Messages
- Using Categories
- Arranging Messages
- Deleting Messages
- Working with Message Folders
- Adding a Folder to Favorites
- Using Search Folders
- Searching for Messages
- Saving Messages to a File
- Printing Messages
- Managing Junk Mail
- Using Rules to Process Email
- Using Quick Steps
- Viewing Messages by Conversation
- Saving Keystrokes with Quick Parts
- Modifying New Mail Notifications

Lesson 5 - Working with Contacts

- Adding a New Contact
- Changing Contact Information
- Assigning a Category to a Contact
- Changing Contact Views
- Deleting a Contact
- Sending a Message to a Contact
- Forwarding a Business Card
- Searching for a Contact
- Creating a Contact Group
- Sending Email to a Contact Group
- Adding a Contact Picture
- Creating Contact Folders

Lesson 6 - Working with the Calendar

- Scheduling an Appointment
- Navigating the Calendar
- Modifying Appointments
- Setting Appointment Reminders
- Scheduling a Meeting
- Scheduling an Event
- Scheduling a Recurring Item
- Changing Calendar Options
- Sharing a Calendar
- Printing a Calendar
- Working with Multiple Calendars
- Working with Calendar Groups

Lesson 7 - Using Tasks

- Creating Tasks
- Using the To-Do Bar
- Editing Tasks
- Creating Recurring Tasks
- Marking Off a Task
- Changing Task Views
- Assigning Tasks to Others

Lesson 8 - Working with Notes

- Creating Notes
- Reading & Modifying Notes
- Color Categorizing a Note
- Resizing & Deleting Notes
- Printing Notes
- Creating Appointments & Tasks from Notes