

# **Outlook 2016 Beginner**

**Modality: On Demand**

**Duration: 1 Hour**

This hour long beginner level course provides an introductory knowledge about Outlook 2016. The course introduces learners to overall navigation within Outlook 2016, flag options, message options, calendars and contact groups among other things.

Outlook is the world's most popular business email and scheduling software. It has the ability to oversee your schedule, retain your contacts, and help keep your tasks on track. Beginners will learn how to begin using Outlook's full potential, and ensure a solid understanding of the possibilities of this tool. Everyone will learn powerful capabilities of Outlook as a digital organizer to automate common activities, share, collaborate with others, and customize the program to meet any need.

## **Target Audience**

This course is designed for anyone looking to gain an introductory understanding of Outlook 2016. Anyone who wants to become better organized at home or work can benefit from this course.

## **Prerequisites**

There are no prerequisites to take 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