

Microsoft Outlook 2016 - Introduction

General Description

Introduces the essential components of Outlook including email management, calendar operations, recording contact details and task administration.

Learning Outcomes

- Understand how email works, the benefits of email and email etiquette
- Navigate the Ribbon, Quick Access Toolbar and main Outlook components
- Create and send email messages, add attachments and use an AutoSignature
- Access received email messages, adjust the message view and reply to messages
- Insert, preview, open and save file attachments
- Flag received messages for follow-up, send a message with a flag and remove a message flag
- Mark messages as junk mail, mark messages as safe and delete junk email
- Navigate the calendar, create a new calendar and share calendars
- Enter contact details, insert a contact picture and delete unwanted contacts
- Create, manage, print and delete tasks
- Access the Help window, navigate the Help window and print a Help topic

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system

Topics

Email Concepts

Getting Started with Outlook

Sending Email

Receiving Email

Working with Attachments

Flagging Messages

Junk Email

Working with the Calendar

People (Contacts)

Tasks

Getting Help