

# Outlook 2016 Essentials

Duration: 1 Day Course Code: Out16E

*This course introduces the essential skills required for working with Outlook 2010. Students will learn how to work effectively with their contacts, calendar, task lists and email.*

## Learning Outcomes

By the end of this course students will be able to effectively manage their appointments and meetings, contacts, tasks and organise their email correspondence more efficiently.

## Prerequisites

This course is designed for students who are mostly self-taught on Outlook. Basic computer awareness, keyboard and mouse skills are essential.

## Getting Started

- Navigating the Outlook Interface
- Using the Outlook Bar
- Configuring Outlook Today
- Using the Folder List
- Accessing Help

## Working with Email

- Creating/Sending Messages
- Using the Address Book
- Changing Mail Folder Views
- Opening, Sending & Receiving Email Messages
- Replying/Forwarding Messages
- Printing Emails

## Managing Messages

- Saving a Draft
- Flagging Messages
- Finding Specific Messages
- Changing Read Status
- Sorting Mail Messages
- Deleting Messages
- Folder Management
- Emptying Deleted Items Folder
- Archiving your messages

## Creating an AutoSignature

- Building an AutoSignature
- Setting a Default Signature
- Inserting a Signature

## Working with Attachments

- Inserting a file into a message
- Saving as file attachment
- Opening an attachment
- The attachment viewer
- Creating Hyperlinks
- Creating/Using Office Documents

## Setting Message Options

- Changing Message Tracking Options
- Viewing Message Delivery Status

## Using the Calendar

- Working with the Calendar
- Creating Meetings/Appointments
- Responding to a Meeting Request
- Tracking Meeting Responses
- Adding a Task
- Editing Calendar Entries
- Recurring Appointments
- Changing Calendar Views
- Moving/Rescheduling Calendar Items
- Printing Calendar Items
- Saving a Calendar as a Web Page
- Deleting Calendar Items

## Working with People

- Opening the People Folder
- Creating a new Contact
- Adding Same Company Details
- Changing Contact Views
- Editing Contacts
- Flagging a Contact for Follow Up
- Sending a message to a Contact

- Organising Contact Meetings
- Exploring a Contacts Web Page
- Assigning a Task to a Contact
- Printing Contact Information
- Deleting a Contact

## Journal & Notes

- Adding a Journal Entry
- Viewing Journal Entries
- Changing the Journal View
- Opening, Printing and Deleting Journal Entries
- Using Notes
- Editing, Printing and Deleting Notes

## Organising Outlook Items

- Outlook Item Categories
- Modifying the Master Category Lists
- Creating/Deleting Folders
- Searching for items
- Using the Ways to Organise Pane

