



## Microsoft Outlook 2016 Level 1

Course OUT16-1 1 Day Instructor-led, Hands on

### Introduction

In this one day, instructor – led course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create tasks and notes for yourself, and customize the Outlook interface to suit your working style.

### At Course Completion

Upon successful completion of this course, students will be able to:

- Use Outlook to create, format, and manage e-mail messages
- Manage contacts in Outlook
- Manage appointments and meetings in Outlook calendars
- Manage tasks using Outlook
- Manage notes using Outlook

### Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

### Course Outline

#### Module 1: Getting Around in Outlook 2016

- Exploring the Outlook 2016 Window
- Using the Outlook Ribbon
- Exploring the Mailbox
- Using the Tell Me feature

#### Module 2: Using E-Mail

- E-Mail Etiquette
- Creating and Sending New E-Mail Messages
- Opening, Navigating and Responding to E-Mail Messages
- Enabling Automatic Spellcheck in E-Mail Messages
- Selecting and Editing an E-Mail Message
- Saving an E-Mail Message As a Draft

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### **Module 3: Formatting E-Mail Messages**

- Creating a Signature and Stationery
- Exploring Message Formats
- Formatting Messages
- Inserting a Hyperlink

### **Module 4: Creating Contacts**

- Creating New Contacts
- Editing Contacts
- E-Mailing Contacts
- Using Contact Views

### **Module 5: Using the Calendar**

- Exploring the Outlook Calendar
- Scheduling Calendar Appointments
- Editing and Deleting Calendar Appointments
- Creating a Recurring Calendar Appointment
- Creating an All Day Event
- Creating a Meeting Request

### **Module 6: Working With Tasks**

- Creating Tasks
- Creating Recurring Tasks
- Categorizing Tasks
- Editing Tasks
- Completing Tasks
- Viewing Tasks
- Managing Tasks

### **Module 7: Working with Notes**

- Creating Notes
- Using Different Note Views
- Managing Notes
- Editing and Deleting Notes
- Adding Categories to Notes
- Moving Notes to the Desktop



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