



Microsoft Outlook

Duration: 1 day

Course Description

Microsoft Outlook is integrated information management software. Learn how to use Outlook 2016 to manage email communications, contact information, calendar events, tasks, and notes.

Course Content

Getting Started with Outlook

- Navigate the Outlook Interface
- Work with Messages
- Access Outlook Help

Formatting Messages

- Add Message Recipients
- Check Spelling and Grammar
- Format Message Content

Working with Attachments and Illustrations

- Attach Files and Items
- Add Illustrations to Messages
- Manage Automatic Message Content

Customizing Message Options

- Customize Reading Options
- Track Messages
- Recall and Resend Messages

Organizing Messages

- Mark Messages
- Organize Messages Using Folders

Managing Your Contacts

- Create and Edit Contacts
- View and Print Contacts

Working with the Calendar

- View the Calendar
- Create Appointments
- Schedule Meetings
- Print the Calendar

Working with Tasks and Notes

- Create Tasks
- Create Notes