

## **OUTLOOK 2016**

### **Beginner level**

#### **OBJECTIVES**

At the end of the course, the participant will know the main concepts of how the Outlook interface works. They can send and receive messages, manage messages, manage their schedules with the calendar and tasks folders, and manage their contacts.



#### **TARGET CLIENTELE**

Public

#### **PREREQUISITES**

Knowledge of Windows

### **COURSE SYLLABUS**

#### **1. The Outlook Interface**

- Identify Outlook features
- The new interface
  - The File menu
  - The Shutters
    - Tasks
    - Navigation
    - People
    - View
    - Reading
- Use workspace, Ribbon, tabs
- Run commands
- Get help
- Mouse hover, tasks, calendar, contacts, quick read actions in the navigation pane

## **2. Write and Send Messages**

- Open a message form
- Write and send a simple message
- Insert attachments in a message
- Use email Add-ons
- Use the drafts folder
- Resizing attached photos

## **3. Process Received Messages**

- Go to Inbox folder
- Read and process a message received
- Respond to received messages
- Transfer a message
- Enable default message processing options
- Quick response in the reading pane

## **4. Take Advantage of Messaging Features**

- Use automatic signature
- Using quick parts
- Use the Absence Manager
- Set mail formats
- Enable default message processing options

## **5. Manage the Mailbox**

- Manage email folders
- Clean the mailbox
- Print the contents of a mail folder
- Folders displayed in the selected order

## **6. Use Address Books**

- Set Outlook address books
- Go to the contacts folder
- Create a new contact
- Working effectively with contacts
- Print the contents of the contacts folder
- Create a personal distribution list
- Information gathered in one place

## **7. Manage your Schedule with the Calendar Folder**

- Go to the calendar folder
- Manage listings in the calendar
- Recognize symbols used in the calendar folder
- Use calendar folder views
- Print calendar
- Customize the calendar folder configuration
- Calendar in email, weather, meeting registration

## **8. Manage Tasks**

- Introduction
- View the tasks folder
- Use the task folder
- Recognize symbols used in the task folder
- Print the tasks folder

## **9. Customize the Workspace and Navigate Between Folders**

- Introduction
- Add a folder to Favorites
- Customize screen display