



Microsoft Outlook 2016: Introduction

Overview: Students will learn how to start using Outlook 2016 to manage their email communications, contact information, calendar events, tasks, and notes.

Prerequisites: To ensure success, students should be familiar with using personal computers and be comfortable in the Windows 10 environment.

Course Length: One Day

Course Content

Lesson 1: Getting Started with Outlook 2016

Navigate the Outlook Interface
Work with Messages
Access Outlook Help

Lesson 2: Formatting Messages

Add Message Recipients
Check Spelling and Grammar
Format Message Content

Lesson 3: Working with Attachments and Illustrations

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

Lesson 4: Customizing Message Options

Customize Reading Options
Track Messages
Recall and Resend Messages

Lesson 5: Organizing Messages

Mark Messages
Organize Messages Using Folders

Lesson 6: Managing Your Contacts

Create and Edit Contacts
View and Print Contacts

Lesson 7: Working with the Calendar

View the Calendar
Create Appointments
Schedule Meetings
Print the Calendar

Lesson 8: Working with Tasks and Notes

Create Tasks
Create Notes