

# Microsoft® Office Outlook® 2016: Level 1

## Course Specifications

### Course Length:

1 day

## Course Description

### Overview:

Email has become one of the most widely used methods of communication, whether for personal or business communications. In most organizations, large or small, email is the preferred form of communicating information amongst employees. As email grows in popularity and use, most organizations have found the need to implement a corporate mail management system such as Microsoft® Office Outlook® to handle the messages and meeting invitations sent among employees.

In this 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.

### Course Objectives:

In this course, you will use Outlook to manage your email communications, including composing, reading, and responding to emails; schedule appointments and meetings; manage contact information; schedule tasks and create notes; customize message response options; and organize your mail.

You will:

- Navigate Outlook 2016 to read and respond to email.
- Use the Address Book, and format and spell check new messages.
- Attach files and insert illustrations to messages.
- Customize read and response options.
- Use flags, categories, and folders to organize messages.
- Create and work with Contacts.
- Create appointments and schedule meetings in Calendar.
- Create and work with Tasks and Notes.

## Course Content

### Lesson 1: Getting Started with Outlook 2016

**Topic A:** Navigate the Outlook Interface

**Topic B:** Work with Messages

**Topic C:** Access Outlook Help

### Lesson 2: Formatting Messages

**Topic A:** Add Message Recipients

**Topic B:** Check Spelling and Grammar

**Topic C:** Format Message Content

**Lesson 3: Working with Attachments and Illustrations**

**Topic A:** Attach Files and Items

**Topic B:** Add Illustrations to Messages

**Topic C:** Manage Automatic Message Content

**Lesson 4: Customizing Message Options**

**Topic A:** Customize Reading Options

**Topic B:** Track Messages

**Topic C:** Recall and Resend Messages

**Lesson 5: Organizing Messages**

**Topic A:** Mark Messages

**Topic B:** Organize Messages Using Folders

**Lesson 6: Managing Your Contacts**

**Topic A:** Create and Edit Contacts

**Topic B:** View and Print Contacts

**Lesson 7: Working with the Calendar**

**Topic A:** View the Calendar

**Topic B:** Create Appointments

**Topic C:** Schedule Meetings

**Topic D:** Print the Calendar

**Lesson 8: Working with Tasks and Notes**

**Topic A:** Create Tasks

**Topic B:** Create Notes