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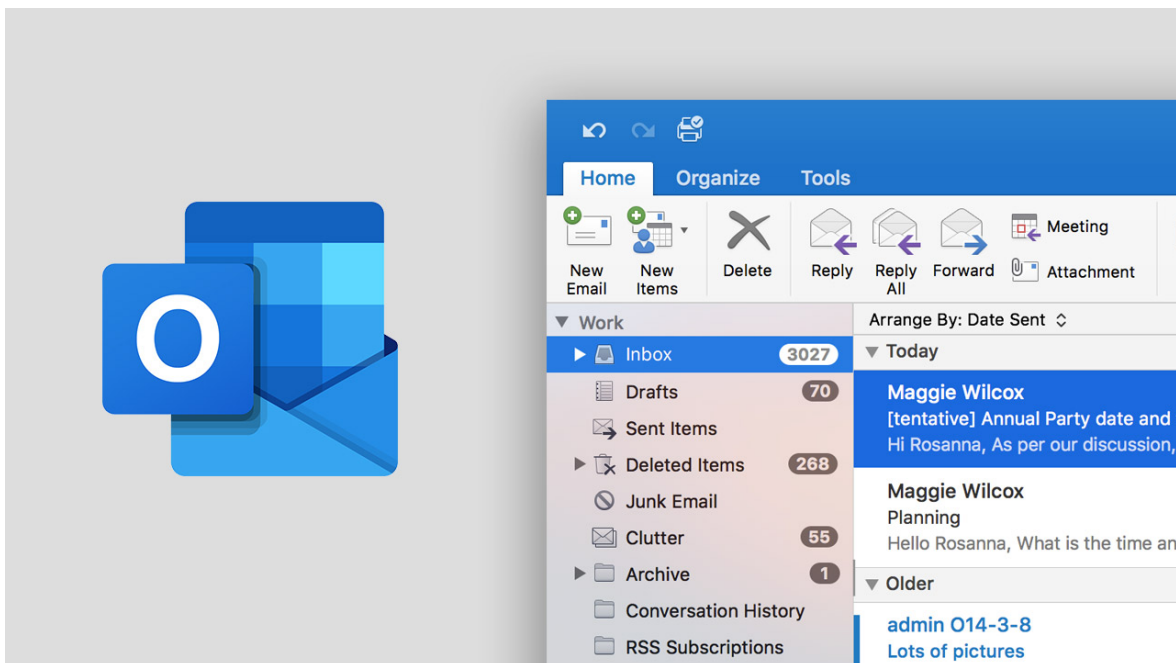
Learning Style: Virtual Classroom

Provider: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft Office Outlook 2016: Part 2

About this Course:

Emails have taken over the corporate world as the primary method of business communication. It has impacted the lives of many, and it is most likely that emails are here to stay. Not even the popularity of social media can take the place of emails.

Many organizations now use an email management system, which can combine the powers of Microsoft Exchange Server and Microsoft® Office Outlook 2016.

This course aims to teach you ways to customize outlook accounts, configure and filter emails, set global options, conduct advance level searches, sort out spam

emails, and create automated management rules. With this course, you will also learn how to schedule meetings and appointments on calendars, manage data files, and create a better workspace.

In essence, you will be introduced to a variety of features, and you will gain comprehensive knowledge about Outlook.

This course can even be beneficial if you wish to prepare for the Microsoft Office Specialist Certification - Microsoft Office Outlook 2016.

Course Objectives:

At the end of this course, you will be eligible to use Outlook for various tasks, including email and contacts management, organizing emails so that you can professionally compose emails. Other than that, you will be able to take notes, customize tasks, and schedule meetings.

- Edit messages and set global options
- Sort, manage and arrange messages
- Mailbox management
- Automated messages
- Customize Calendars
- Format contacts and groups
- Manage tasks and activities
- Shared workspaces
- Outlook data files management

Audience:

The target audience for this course are candidates who are already familiar with Microsoft® Windows®, and they wish to use Microsoft Outlook's advanced level features for email management, customization of calendars, manage contact information and search through contacts and communication tasks.

This course can even be beneficial if you wish to prepare for the Microsoft Office Specialist Certification for Microsoft Office Outlook 2016.

Prerequisites:

Before enrolling in this course, candidates should be familiar with working with an updated version of Windows, basic navigation, file structure and management, and logical operations. Additionally, a basic understanding of Microsoft Outlook will be good for you.

We recommend the following course as a pre-requisite:

- *Microsoft® Office Outlook 2016: Part 1*

Course Outline:

Lesson 1: Modifying Messages and Setting Global Options

Topic A: Insert Advanced Characters and Objects

Topic B: Modify Message Settings and Options

Topic C: Configure Global Outlook Options

Topic D: Customize the Outlook Interface

Lesson 2: Organizing, Searching, and Managing Messages

Topic A: Group and Sort Messages

Topic B: Filter and Manage Messages

Topic C: Search Outlook Items

Lesson 3: Managing Your Mailbox

Topic A: Use the Junk E-Mail Filter to Manage Messages

Topic B: Manage Your Mailbox

Lesson 4: Automating Message Management

Topic A: Use Automatic Replies

Topic B: Use the Rules Wizard to Organize Messages

Topic C: Create and Use Quick Steps

Lesson 5: Working with Calendar Settings

Topic A: Set Advanced Calendar Options

Topic B: Create and Manage Additional Calendars

Topic C: Manage Meeting Responses

Lesson 6: Managing Contacts

Topic A: Import and Export Contacts

https://www.quickstart.com/microsoft-office-outlook-2016-part-2.html

Topic B: Use Electronic Business Cards

Topic C: Forward Contacts

Lesson 7: Managing Activities by Using Tasks

Topic A: Assign and Manage Tasks

Lesson 8: Sharing Workspaces with Others

Topic A: Delegate Access to Outlook Folders

Topic B: Share Your Calendar

Topic C: Share Your Contacts

Lesson 9: Managing Outlook Data Files

Topic A: Use Archiving to Manage Mailbox Size

Topic B: Back Up Outlook Items

Topic C: Change Data File Settings

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- Display your hard work and validate your expertise
- Display each badge's details about specific skills you developed.

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