Document Generated: 12/15/2025
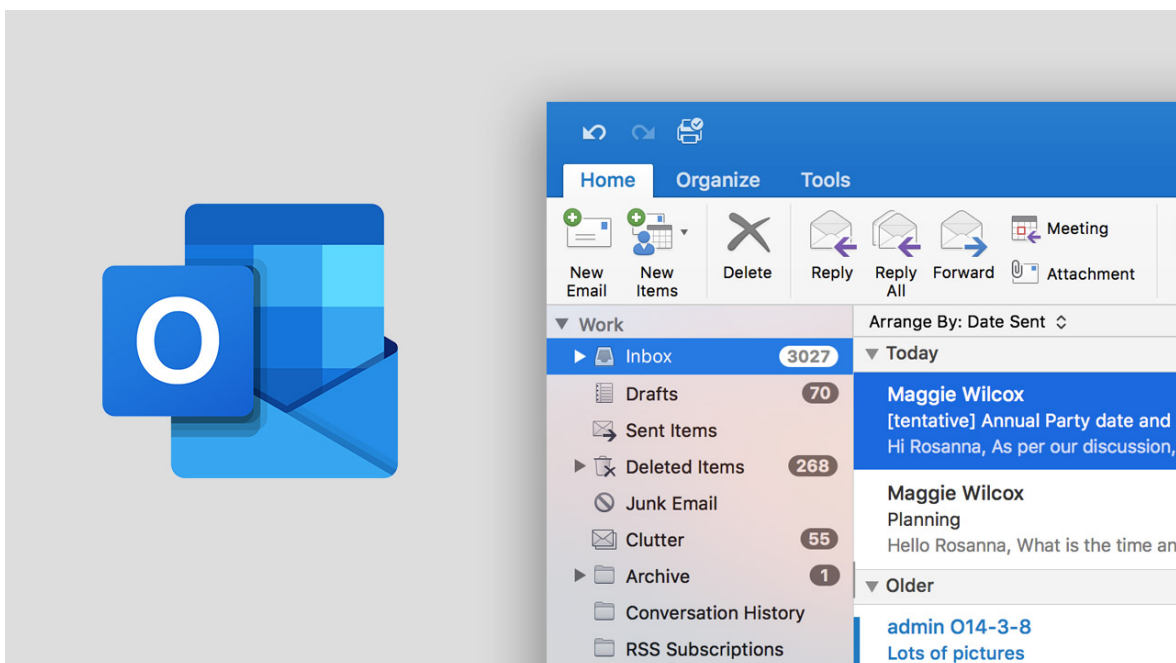
Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft Office Outlook 2016: Part 1

About this Course:

Emails are the primary source of communication for businesses. In a professional capacity, people mostly like to communicate via email. It is one of the most preferred forms of communication among employees and management.

However, as organizations grow, businesses need a formal approach to organize email data. That means that they need to implement a corporate mail management system such as Microsoft® Office Outlook® properly organize and manage meetings and invitations sent and received via an email.

This course aims towards teaching you the ways to send, receive, manage and

organize messages and contacts, schedule meetings and appointments, create a corporate calendar and make notes. This course will also teach you to customize the Outlook interface according to your style.

This course can even be beneficial if you wish to prepare for the Microsoft Office Specialist Certification for 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 respond and compose emails in a professional way. Other than that, you will be able to take notes, customize tasks and schedule meetings.

- Send and receive emails with Outlook 2016
- Use contacts, and type and modify new messages
- Attach files and other visuals
- Customize outlook
- Use categories, folders, and flags
- Schedule appointments and meeting in the calendar
- Create and assign tasks and notes

Audience:

The target audience for this course is:

- Candidates who have the basic concept of Microsoft® Windows® and wish to learn about Outlook as a tool to manage emails, contacts, information, appointments, and calendar
- Candidates who want to organize their emails in a better way, including creating and responding to emails, scheduling appointments, sending and receiving invitations

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.

It is recommended to take one of these courses before this course:

- *Using Microsoft Windows 10*
- *Microsoft® Windows 10: Transition from Windows 7*

Course Outline:

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

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

https://www.quickstart.com/catalog/product/view/id/3688/s/microsoft-office-outlook-2016-part-1/

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

https://www.quickstart.com/catalog/product/view/id/3688/s/microsoft-office-outlook-2016-part-1/