



## Course Outline

# Best of MS Outlook 2016

(Includes the best features from all Levels of Outlook)

### Getting Started with Outlook

- Explore the Outlook Interface
- Send a Simple Message
- Resend a Message
- Reading Messages
- Reply to and Forward a Message

### Composing Messages

- Format a Message
- Follow up Flag for Recipients
- Check Spelling and Grammar
- Attach a File

### Organizing Messages

- Open and Save an Attachment
- Flag a Message
- Organize Messages with Folders
- Organize Messages with Categories
- Organize Messages with Rules
- Use Query Builder to Search Messages
- Create Search Folders
- Using the Clutter Feature

### Customizing Message Options

- Modify Message Settings
- Modify Delivery Options
- Change the Message Format
- Notify Others That You will be Out of the Office
- Create a Distribution List

### Personalizing Your Email

- Apply Stationery and Themes
- Create a Custom Theme
- Create & Modify Signatures

### Managing Contacts

- Add a Contact
- Sort and Find Contacts
- Find the Geographical Location of a Contact
- Manage Contacts
- Working with Groups

### Working with Contacts

- Forward Contacts
- Edit an Electronic Business Card
- Export Contacts

### Scheduling Appointments

- Explore the Outlook Calendar
- Schedule an Appointment
- Assign Categories and Edit Appointments
- Send Calendar via an Email Message

### Scheduling Meetings

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Manage Meetings
- Print the Calendar

### Setting Calendar Options

- Set Work Days and Times
- Display an Additional Time Zone
- Set Availability Options

### Managing Tasks

- Create and Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks
- Set Tasks Options

### Managing Notes

- Create a Task
- Edit and Update a Task
- Create a Note
- Edit a Note
- Display a Note on the Desktop

### Sharing Folder Information

- Specify Folder Permissions
- Delegate Access to Folders
- Access another User's Folder

### Managing Outlook Data Files

- Create a Data File
- Add Outlook Data Files to a Mail Profile