

Microsoft Office Outlook 2016: Part 1

Course Overview

This course provides students with the knowledge and skills to utilize Microsoft Outlook 2016 to format messages, work with attachments and illustrations, customize message options, organize messages, manage your contacts, work with the Calendar, and work with tasks and notes.

Course Introduction

4m

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Chapter 01 - Getting Started With Outlook 2016

1h 5m

Topic A: Navigate the Outlook Interface

Email Addresses

Outlook 2016

Outlook's Place in Office

Desktop Application or Mobile App

The Office 365 Portal

Components of the Outlook Interface

Components of the Ribbon

Outlook Ribbon Tabs

The Backstage View

The Backstage View for an Email

Mail

Read and Unread Messages

Calendar

Contacts

Tasks

Notes

Peeks

Demo - Navigating the Outlook 2016 Interface

Topic B: Work with Messages

The Message Form

Message Form Tabs

Demo - Creating and Sending an Email

Message Response Options

Inline Replies

Demo - Reading and Responding to an Email

Print Preview

The Print Dialog Box

Demo - Printing an Email Message

The Deleted Items Folder

Demo - Deleting Email Messages

Microsoft OneDrive for Business

Outlook on the Web

Topic C: Access Outlook Help
Tell Me
Outlook Help
Chapter 01 Review

Chapter 02 - Formatting Messages

27m

Topic A: Add Message Recipients
Global Address List
MailTips
Demo - Using the Address Book when Composing a New Message
Topic B: Check Spelling and Grammar
AutoCorrect
The Spelling and Grammar Dialog Box
Demo - Checking Spelling and Grammar in a Message
Topic C: Format Message Content
Message Formats
Paste Options
Paste Special
Live Preview
The Mini Toolbar
Demo - Formatting Message Content
Chapter 02 Review

Chapter 03 - Working with Attachments and Illustrations

45m

Topic A: Attach Files and Items
The Paperclip Icon
Attachments in HTML and Rich Text Messages
Guidelines for File Type and Attachment Size
Attachment Sources
Cloud Attachments
Outlook Items as Attachments
Attachment Reminder
Demo - Attaching a File to a Message
Attachment Options
Attachment Preview
Demo - Working with Received Attachments
Topic B: Add Illustrations to Messages
The Illustrations Command Group
Pictures and Online Pictures
SmartArt
The Screenshot Tool
The Text Command Group
WordArt
Contextual Tabs
Galleries
Demo - Inserting an Image into an Email Message
Styles
Themes
Demo - Using Styles and Themes in Messages
Topic C: Manage Automatic Message Content

The Outlook Options Mail Settings
Font Options
Demo - Changing Font Options
Signatures
Demo - Creating and Applying an Email Signature
Chapter 03 Review

Chapter 04 - Customizing Message Options

31m

Topic A: Customize Reading Options
Desktop Alerts
Pane Views
Message Preview
Conversations
Demo - Customizing Your Reading Options
Topic B: Track Messages
The InfoBar
Voting Buttons
Notification of Voting Buttons in the InfoBar
A Delivery Receipt
A Read Receipt
Demo - Using Voting and Tracking Options
Topic C: Recall and Resend Messages
The Resend Option
The Recall Option
Demo - Recalling a Sent Message
Chapter 04 Review

Chapter 05 - Organizing Messages

25m

Topic A: Mark Messages
Mark as Unread/Read
Color Categories
Demo - Marking and Categorizing Messages
Flag for Follow Up
Demo - Using Flags to Manage Messages
The Ignore Conversation Confirmation
Clean Up Commands
Demo - Ignoring and Cleaning Up Messages
Topic B: Organize Messages Using Folders
Default Email Folders
Email Folders on the Server
Demo - Organizing Messages in Folders
Chapter 05 Review

Chapter 06 - Managing Your Contacts

29m

Topic A: Create and Edit Contacts
The Contacts View
The Contact Form
Contact Form Details
Demo - Creating Contacts
Demo - Editing Contacts

Demo - Creating a Contact Group
Topic B: View and Print Contacts
Electronic Business Cards
Contact Views
The Arrangement Command Group
The Sort Dialog Box
Demo - Viewing Contacts
Search Contacts
Searching from People Peek
Demo - Searching Contacts
Print Styles
Demo - Printing Your Contacts
Chapter 06 Review

Chapter 07 - Working with the Calendar

42m

Topic A: View the Calendar
The Arrangement Command Group
Calendar Layout Options
The Daily Task List
Demo - Customizing Your Calendar View
The Weather Bar
Demo - Adding Locations to the Weather Bar
Topic B: Create Appointments
A Sample Appointment
Reminders
Show As Options
The Private Option
Demo - Creating an Appointment
Topic C: Schedule Meetings
The Meeting Scheduling Process
The Meeting Form
The Room Finder Pane
The Scheduling Assistant
The Appointment Recurrence Dialog Box
Demo - Creating New Meeting Requests
Share Meeting Notes Using OneNote
Meeting Response Options
Demo - Accepting and Declining Meeting Requests
Topic D: Print the Calendar
Printing the Calendar
Demo - Printing Your Calendar
Chapter 07 Review

Chapter 08 - Working with Tasks and Notes

14m

Topic A: Create Tasks
The Tasks View
The Task Form
The Current View Command Group
Demo - Creating a Recurring Task
Topic B: Create Notes

The Notes View
The Current View Command Group
Demo - Creating and Modifying Notes
Chapter 08 Review
Course Closure

Total Duration: 4h 40m