

Microsoft Office Outlook 2016: Part 2

Course Overview

This course provides students with the knowledge and skills to utilize Microsoft Outlook 2016 to modify messages and set global options, organize, search, and manage messages, manage your mailbox, automate message management, work with Calendar settings, manage contacts, manage activities using tasks, share workspaces with others, and manage Outlook Data Files.

<u>Course Introduction</u>	4m
Course Introduction	
<u>Chapter 01 - Modifying Messages and Setting Global Options</u>	44m
Topic A: Insert Advanced Characters and Objects	
Hyperlinks	
Equations	
Symbols	
Horizontal Lines	
Tables	
Charts	
Quick Parts	
Demo - Inserting Advanced Characters and Objects in an Email	
Topic B: Modify Message Settings and Options	
Importance Levels	
Sensitivity Levels	
Delivery Options	
Demo - Modifying Message Settings, Properties, and Options	
Topic C: Configure Global Outlook Options	
Multiple Email Accounts	
The From Option	
Language Options	
Advanced Options	
Demo - Creating Email Accounts and Setting Options	
Topic D: Customize the Outlook Interface	
The Outlook Options Dialog Box	
Customizing the Ribbon	
Quick Access Toolbar	
Demo - Customizing the Outlook Interface	
Chapter 01 Review	
<u>Chapter 02 - Organizing, Searching, and Managing Messages</u>	30m
Topic A: Group and Sort Messages	
Group and Sort Criteria	
The Sort Dialog Box	

Demo - Sorting and Grouping Your Messages
Topic B: Filter and Manage Messages
Filters
The Filter Dialog Box
Clutter
Demo - Filtering Messages
Demo - Activating and Using the Clutter Folder
Topic C: Search Outlook Items
Instant Search
The Search Tools Contextual Tab
The Advanced Find Dialog Box
Search Folders
Custom Search Folders
Demo - Using Search for Outlook Items
Chapter 02 Review

Chapter 03 - Managing Your Mailbox

17m

Topic A: Use the Junk E-Mail Filter to Manage Messages
Junk E-Mail Filter
Safe Senders List
Blocked Senders List
Demo - Managing Junk Mail
Topic B: Manage Your Mailbox
Alternate Message Formats
Cleanup Tools
Demo - Managing Your Mailbox
Chapter 03 Review

Chapter 04 - Automating Message Management

28m

Topic A: Use Automatic Replies
The Automatic Replies Dialog Box
Automatic Reply Rules
Demo - Using an Automatic Reply
Topic B: Use the Rules Wizard to Organize Messages
Conditional Formatting
Default Conditional Formatting Rules
The Rules Wizard
Demo - Organizing Your Messages
Topic C: Create and Use Quick Steps
Quick Steps
The Manage Quick Steps Dialog Box
Demo - Using Quick Steps
Chapter 04 Review

Chapter 05 - Working with Calendar Settings

24m

Topic A: Set Advanced Calendar Options
Work Time Options
Calendar Options
Display Options
Time Zone Options

Demo - Managing Advanced Calendar Display Options
Topic B: Create and Manage Additional Calendars
Additional Calendars
Overlay Calendars
Calendar Groups
Demo - Managing Multiple Calendars
Topic C: Manage Meeting Responses
Meeting Responses
Message Response Management
Meeting Response Rule
The Tracking Command
Demo - Managing Meeting Responses
Chapter 05 Review

Chapter 06 - Managing Contacts

19m

Topic A: Import and Export Contacts
The Import Option
Secondary Address Book
The Export Option
Fields
Demo - Importing Your Contacts
Topic B: Use Electronic Business Cards
Default Electronic Business Cards
The Edit Business Card Dialog Box
Demo - Editing an Electronic Business Card
Topic C: Forward Contacts
Formats to Forward a Contact
Demo - Forwarding Contacts
Chapter 06 Review

Chapter 07 - Managing Activities Using Tasks

10m

Topic A: Assign and Manage Tasks
The Task Request Form
Task Reply Options
Task Details
Status Reports
Task Options
Demo - Managing a Task Assigned to You
Chapter 07 Review

Chapter 08 - Sharing Workspaces with Others

16m

Topic A: Delegate Access to Outlook Folders
Delegates
Permission Roles
Folder Sharing Permissions
Demo - Delegating Calendar Access
Topic B: Share Your Calendar
Share Calendar Options
Demo - Sharing Your Calendar with Another User
Topic C: Share Your Contacts

Share Contacts Command
View Shared Contacts
Demo - Sharing Your Contacts with Another User
Chapter 08 Review

Chapter 09 - Managing Outlook Data Files

15m

Topic A: Using Archiving to Manage Mailbox Size
Archiving
Demo - Using Archiving to Manage Mailbox Size
Topic B: Back Up Outlook Items
Outlook Data Files
Demo - Creating a Data File
Topic C: Change Data File Settings
Data File Settings
Demo - Changing Data File Settings
Chapter 09 Review
Course Closure

Total Duration: 3h 28m