Microsoft Outlook 2016
Advanced Course
1 Day

OVERVIEW

This course is designed for current users of Outlook 2016 who wish to expand their knowledge to cover the more advanced features of the package.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

Managing Mail	Contacts
• Using organize	• Multiple contacts to same address
• Creating and using folders	• Exporting contacts
• Using rules	• Vcards
• Finding emails	
• Archiving emails	
Customising Outlook	**Calendar**
• Using custom views	• Viewing other calendars
• Creating your own views	• Group schedules
• Creating shortcuts	• Sharing calendars
• Using favourites	
Email	**Folders**
• Recalling messages	• View other users folders
• Resending messages	• Adding mailbox accounts
• Voting buttons	
• Signature and stationery	**Templates**
• Tracking email	• Creating templates
• Mail formats	• Using templates