

MICROSOFT OUTLOOK 2016 INTERMEDIATE 1 DAY COURSE OUTLINE

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.

TOPICS

Managing Mail

- Using organize
- Creating and using folders
- Using rules
- Finding emails
- Archiving emails

Customising Outlook

- Using custom views
- Creating your own views
- Creating shortcuts
- Using favourites

Email

- Recalling messages
- Resending messages
- Voting buttons
- Signature and stationery
- Tracking email
- Mail formats

TOPICS

Contacts

- Multiple contacts to same address
- Exporting contacts
- Vcards

Calendar

- Viewing other calendars
- Group schedules
- Sharing calendards

Folders

- View other users folders
- Adding mailbox accounts

Templates

- Creating templates
- Using templates