Outlook 2016
Introduction Course
1 Day

OVERVIEW

This course is designed for new users of Outlook 2016. Previous knowledge is not necessary.

WHO SHOULD ATTEND

This is an ideal course for anyone who needs to have a working knowledge of Microsoft Outlook 2016 and its course features.

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	TOPICS
Introduction	**Contacts**

Introduction
- Screen Layout
- Customising Views
- Peek

Email
- Sending and receiving emails
- Replying and forwarding emails
- Message tags and other properties
- Sorting messages
- Attachments
- Flags
- Printing
- Deleting emails
- Creating personal folders
- Quick parts

Tasks
- Creating, editing and deleting tasks
- Recurring tasks

Contacts
- Adding, printing, editing contacts
- Sending contacts via email
- Distribution lists

Calendar
- View appointments
- Add, edit and deleting appointments
- Moving and copying appointments
- Recurring appointments
- Scheduling meetings
- Calendar permissions
- View other calendars
- Private entries
- Printing

Notes
- Create, edit and delete notes
- Changing colour of notes
- Forwarding notes