Outlook 2016© Basics

SUTHERLAND TRAINING

caring, flexible, professional

Duration: 1 Day

TARGET AUDIENCE
This one-day course is designed for users that have never used Outlook before and need to know the basics.

LEARNING OUTCOMES
The skills and knowledge covered will enable learners to manage emails, schedule appointments, keep track of contact information and organise tasks and notes.

Getting Started with Outlook
Understanding Outlook
Starting Outlook in Windows 10
The Outlook Window
Using the Ribbon
Module and Item Tabs
Navigating to Outlook Features
Navigation Options
The Mail Screen
The Calendar Screen
The People Screen
The Tasks Screen
The Notes Screen
Exiting Outlook

Sending Email
Email in Outlook
Composing an Email Message
The Message Window
Creating a New Message
Sending the Message
Sending a Courtesy Copy
Sending a Blind Copy
Creating an AutoSignature
Using an AutoSignature
Modifying an AutoSignature
Removing an AutoSignature

Receiving Email
Understanding the Inbox
Retrieving Email
Previewing Messages
Reading Messages
Replying to a Message
Replying to all Messages
Forwarding Messages

Working with Attachments
Understanding File Attachments
Inserting a File Attachment
Previewing Attachments
Saving a File Attachment
Opening a File Attachment

Working with the Calendar
Accessing the Calendar
Displaying Different Calendar Views
Using the Date Navigator
Creating an Appointment
Setting Reminders
Recurring Appointments
Modifying Appointments
Deleting Appointments

People
Understanding People View
Understanding the Contact Form
Viewing Contacts
Creating a New Contact
Entering Contact Details

Tasks
Creating Tasks
Changing Task Views
Marking Tasks as Complete
Working with Tasks
Deleting Tasks

Notes
Creating Notes
Assigning Categories to Notes
Viewing and Sorting Notes

Duration: 1 day
Class size: 10 max.
Times: 9 am to 4 pm
Where to from here:
Starter Package **or** Personal
Organisation with Outlook