

## Microsoft Outlook 2016 – Basic to Intermediate

- Course Code:** ASKKB6
- Course Duration:** 1 day, 9:00am - 5:00pm
- Course Fee:** \$267.50 (Inc. GST) per participant, SDF grant entitled.
- Course Date:** Refer to <http://asktraining.com.sg/calendar/>

### Course Outline:

#### *The Fundamentals*

- Understand the Screen
- Navigating Outlook
- Using the Navigation Bar
- Customize the Navigation Bar
- Searching & Search Items
- Refine Search Results
- Delete and Restore Items
- Using the View Tab
- Folder & Reading Pane
- To-Do Bar & People Pane
- The Quick Access Toolbar
- Customize the Quick Access Toolbar
- Printing & Getting Help
- The Tell Me Box

#### *Mail*

- Retrieving Email
- Retrieve Email Manually
- Change Automatic Retrieval Settings
- Reading Email
- View in the Reading Pane
- Open in an Email Window
- Pictures and Download Settings
- Read and Unread Mail
- Sorting & Advanced Sort
- Understanding the Message Window
- Composing Email
- Replying and Forwarding
- Reply & Forward an Email
- Checking Your Spelling
- Formatting Email
- Change Message Format
- Font Styles and Text Effects
- Remove Message Formatting
- Working with Pictures & Attachments
- Dealing with Junk Email

- Working with Conversations
- Sending Automatic Replies
- Create a Signature
- Set Signature Defaults
- Save & Open a draft
- View Sent Items & Outbox

#### *People*

- Using the Address Book
- View the Address Book
- Address Book Actions
- Viewing and Searching Contacts
- Switch to People View
- Managing Contacts
- Working with Contact Groups

#### *Calendar*

- View Your Calendar
- Switch to Calendar View
- Change Views of Calendars
- Navigate the Calendar
- Scroll through Date & Appointments
- Managing Appointments
- Change Availability
- Set a Reminder & Privacy
- Set Priority
- Scheduling Meetings
- Create & Edit a Meeting
- Track Responses
- Create & Edit a Recurring Appointment
- Calendar Settings

#### *Managing Information*

- Managing Folders
- Create & Use a Search Folder