Microsoft Outlook 2016 – Intermediate to Advanced

Course Code: ASKKA6

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:

Advanced Mail
- Working with Pictures
- Working with Contact Groups
- Communicate with a Contact Group
- Turn on Conversation View
- Expand a Conversation
- Optimize Conversation View
- Ignore a Conversation
- Quick Parts & View Quick Parts
- Working with Attachments inline
- Set Up Quick Steps
- Add a New Quick Step & Edit Quick Steps
- Create a Rule Based on an Email
- Create a Rule and Managing Rules
- Sharing Your Email
- Delegate Mail Folders
- Access Shared Folders
- Themes and Stationery
- Email Settings

Calendar
- View Your Calendar & Switch to Views
- Jump to Today & View the Next 7 Days
- Navigate the Calendar
- Scroll through Dates & Appointments
- Jump to a Specific Date
- Search Appointments
- Create & Edit an Appointment
- Reschedule an Appointment
- Delete an Appointment
- Appointment Options
- Create an All Day Event
- Change Availability
- Set a Reminder & Privacy
- Set Priority
- Schedule, Create & Edit Meetings
- Track Responses

- Create, Edit & Delete Recurring Appointment
- Sharing Your Calendar
- Send a Sharing Invitation
- Advanced Sharing Permissions
- Open a Shared Calendar
- Sending Your Calendar
- Use Multiple Calendars
- Add New Calendars
- View Multiple Calendars
- Overlay Calendars
- Separate Overlaid Calendars
- Calendar Settings

Tasks
- Following Up with Emails
- Flag a Message & Change flags
- Set a Reminder Date
- Remove a Flag
- Create and Complete Tasks
- Add a Task & Mark as Complete
- Viewing & Sort Tasks
- Sort Tasks & Change Views
- Recurring & Assigning Tasks
- Accept or Decline an Assigned Task
- Managing Information
- Using, create & rename Categories
- Sort by a Category
- Create & Use a Search Folder
- Viewing Old Mail
- Cached Exchange Mode
- Archiving Information
- Adjust Folder Settings
- Access Archived Items
- Exporting & Importing Information