

**Module Title** : Microsoft Outlook 2016 Intermediate

**Duration** : 1 Day

### **Class Overview**

This Intermediate Microsoft Outlook 2016 training class is meant for students who want to advance their skill set by learning to work with structured mailbox, contacts and calendar. Students will also scheduling meeting and appointments.

### **Target Audience**

Students who have basic skills with Microsoft Outlook 2016 who want to learn intermediate-level skills or students who want to learn the topics covered in this course in the 2016 interface.

### **Module 1: Advance E-mail Task**

Compose a Message

- Set a Priority
- Mark as Private
- Quick Parts
- Change Text Formats

Add an Attachment

- Set an Attachment Reminder

Add Voting Options

Check Spelling and Grammar

- Using Smart Lookup

Format Text

- Apply a Style

Insert a Hyperlink or Image in a Message

Send a Message

- Request a Read Receipt

### **Module 1: Working with People**

Opening the People Folder

Creating a New Contact

Marking a Contact as a Favorite

Changing the Contact View

Creating a Contact Group

## **Module 2: Using Conversations**

- Understanding Conversations
- Expanding and Collapsing Conversations
- Viewing Conversation Messages
- Turning Conversations On or Off
- Cleaning Up a Folder or Conversation
- Ignoring a Conversation

## **Module 3: Getting Organized**

- Creating Folders
- Moving Items into Folders
- Categorizing Items
- Using Search
- Using Filter
- Handling Junk Mail

## **Module 4: Using Quick Steps**

- Using Default Quick Steps
- Creating New Quick Steps
- Deleting Quick Steps
- Resetting Quick Steps

## **Module 5: Using the Favorites List**

- Adding Folders to the Favorites List
- Changing the Order of Favorite Folders
- Removing a Folder from the Favorites List
- Enabling and Disabling the Favorites List

## **Module 6: Using Search Folders**

- Creating Default Search Folders
- Creating Custom Search Folders
- Using Search Folders
- Modifying Search Folders
- Deleting Search Folders

## **Module 7: Using Categories**

- Configuring Categories
- Using Quick Click
- Using Categories in a View

Creating Category Search Folders

**Module 8: Scheduling Meetings**

Creating a Meeting Request

Using the Scheduling Assistant

Using the Room Finder and Sending a Meeting Request

Responding to a Meeting Request

Tracking Responses

Managing Attendees

Cancelling a Meeting