

MS Outlook 2016 Course Outline – Intermediate level



Course Objectives

This intermediate MS Outlook course is for anyone who needs to understand how Outlook works. Suitable for those with a basic knowledge of MS Outlook.

Course Description

By the end of this course you will be able to understand how work with mail folders, move mail around, create favourite folders and sort and find emails. You will also learn about clutter, the out of office assistant and filters as well as colour categories. You will work with spell check, voting, flagging and screen shots. Lastly you will learn more about the calendar and learn how to create other calendars, calendar overlays, calendar groups as well as be able to access other calendars and track meeting responses.

Estimated Course duration is 3 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Organising Mail

- Create Mail Folders
- Move Mail
- Deleting Messages
- Favourite Folders
- Sort and Find Messages
- Instant Search
- Advanced Find
- Clutter
- Using Out Of Office Assistant
- Colour Categories
- Filters

Working with Mail

- Spell Check
- Expires After and Do Not Deliver Before
- Voting Buttons
- Flagging Messages
- Assigning Messages To Junk
- Zoom Control
- Quick Parts
- Creating a Signature
- Set Importance and Sensitivity Levels
- Read and Delivery Receipts
- Screen Shots
- Have Replies Sent To Someone Else
- Quick Steps
- Colour Coding Emails

More on Calendars

- Creating Other Calendars
- Calendar Overlays
- Calendar In The To Do Bar
- Calendar Groups
- Sharing Calendars
- Accessing Other Calendars
- Time Zones
- Calendar Snapshots
- Tracking Meeting Responses