



TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC

Address: 103 Pasteur, Dist.1, HCMC

Tel: 08 38245819; 38239761

Email: traincert@tdt-tanduc.com

Website: www.tdt-tanduc.com; www.tanducits.com

Let's Reach For Excellence!

Microsoft Outlook 2016

Duration: 02 days



INTRODUCTION

This course is designed for use as a learning and reference resource by home and business users of Microsoft Office programs who want to use Outlook to manage email messages, calendaring, contact records, and task lists. The content of the course is designed to be useful for people who have previously used earlier versions of Outlook, and for people who are discovering Outlook for the first time.

COURSE OUTLINE

PART 1 Get started with Outlook 2016

Chapter 1 Outlook 2016 basics

This chapter guides you through procedures related to starting Outlook, working in the Outlook user interface, and managing Office and Outlook settings.

- Work in the Outlook user interface
- Manage Office and Outlook settings

Chapter 2 Explore Outlook modules

This chapter guides you through procedures related to working in the Outlook app window, and working in the Mail, Calendar, People, and Tasks modules.

- Work in the Outlook app window
- Work in the Mail module
- Work in the Calendar module
- Work in the People module
- Work in the Tasks module

PART 2 Manage email messages

Chapter 3 Send and receive email messages

This chapter guides you through procedures related to creating, sending, and displaying messages and message attachments; displaying message participant information; and responding to messages.

- Create and send messages
- Attach files and Outlook items to messages
- Display messages and message attachments
- Display message participant information
- Respond to messages

Chapter 4 Enhance message content

This chapter guides you through procedures related to personalizing default message formatting, applying thematic elements to individual messages, creating and using automatic signatures, incorporating imagery in messages, and changing message settings and delivery options.

- Personalize default message formatting

- Apply thematic elements to individual messages
- Create and use automatic signatures
- Incorporate images in messages
- Change message settings and delivery options

Chapter 5 Manage email security

This chapter guides you through procedures related to blocking unwanted messages and increasing email security.

- Block unwanted messages
- Increase email security

Chapter 6 Organize your Inbox

This chapter guides you through procedures related to working with Conversation view, arranging messages by specific attributes, organizing items by using color categories, and organizing messages in folders.

- Display and manage conversations
- Arrange messages by specific attributes
- Categorize items
- Organize messages in folders

PART 3 Manage contacts

Chapter 7 Store and access contact information

This chapter guides you through procedures related to saving and updating contact information, communicating with contacts, displaying different views of contact records, and printing contact records.

- Save and update contact information
- Communicate with contacts
- Display different views of contact records
- Print contact records

Chapter 8 Manage contact records

This chapter guides you through procedures related to creating address books, importing and exporting contact records, creating contact groups, quickly locating contact information, and personalizing electronic business cards.

- Create address books
- Import and export contact records
- Create contact groups
- Quickly locate contact information
- Personalize electronic business cards

PART 4 Manage appointments and tasks

Chapter 9 Manage scheduling

This chapter guides you through procedures related to scheduling and changing appointments, events, and meetings; responding to meeting requests; and displaying different views of a calendar.

- Schedule appointments and events
- Convert calendar items
- Configure calendar item options
- Schedule and change meetings
- Respond to meeting requests
- Display different views of a calendar

Chapter 10 Manage your calendar

This chapter guides you through procedures related to defining your available time, configuring time zones, working with multiple calendars, sharing calendar information, and printing a calendar.

- Define your available time
- Configure time zones
- Work with multiple calendars
- Share calendar information
- Print a calendar

Chapter 11 Track tasks

This chapter guides you through procedures related to creating tasks, managing tasks, managing task assignments, and displaying different views of tasks.

- Create tasks
- Manage tasks
- Manage task assignments
- Display different views of tasks

Part 5: Maximize efficiency (optional)

Chapter 12 Manage window elements

This chapter guides you through procedures related to personalizing the Outlook app window, customizing the Quick Access Toolbar, customizing the ribbon, and customizing the user interface fonts.

- Personalize the Outlook app window
- Customize the Quick Access Toolbar
- Customize the ribbon
- Customize user interface fonts

Chapter 13 Customize Outlook options

This chapter guides you through procedures related to configuring general Office and Outlook options; configuring options for the Mail, Calendar, People, and Tasks modules; configuring search, language, and advanced options; and managing add-ins and security options.

- Configure general Office and Outlook options
- Configure message options
- Configure calendar options
- Configure contact and task options
- Configure search and language options
- Configure advanced options
- Manage add-ins and security options

Chapter 14 Manage email automatically

This chapter guides you through procedures related to automatically replying to messages, creating rules to process messages, and managing messages by using Quick Steps.

- Automatically reply to messages
- Create rules to process messages
- Manage messages by using Quick Steps