Automating Message Management in Outlook® 2016

Course Content

Course Description:

In Microsoft® Outlook® 2016, the single most powerful mail-handling feature is its ability to run rules you define. Outlook's automation options don't stop there. Automatic replies send a message you compose to people who send you an email when you're out of office or otherwise unavailable. And for recurring tasks, such as sending emails to the same team members, you can use Quick Steps to combine multiple actions into a single command. This course will help you master all these powerful features so that you can automate the way you manage your messages.

Target Student:

This course is intended for people who have basic competence with Outlook and want to know how to use Outlook's advanced features.

Topics:

Lesson 1: Automating Message Management

Topic A: Use Automatic Replies
- Automatic Replies
- Automatic Replies Dialog Box
- Rules
- Automatic Reply Rules
- How to Use Automatic Replies and Rules
- Using an Automatic Reply

Topic B: Use the Rules Wizard to Organize Messages
- Conditional Formatting
- Default Conditional Formatting Rules
- The Rules Wizard
- How to Organize Messages
- Organizing Your Messages

Topic C: Create and Use Quick Steps
- Quick Steps
- The Manage Quick Steps Dialog Box
- How to Work with Quick Steps
- Using Quick Steps
- Creating a Custom Quick Step