



Customizing Outlook® 2016 Message Options

Course ID #: 7000-550-ZZ-Z

Hours: 1

Course Content

Course Description:

Besides writing and sending email, your two most common Outlook tasks will be reading and responding to emails that you receive. In this course, you will learn how to make best use of the available reading and responding options in Microsoft Outlook.

Target Student:

This course is intended for people who have a basic understanding of Microsoft® Windows® and need to know how to use the Outlook client software for business purposes.

Topics:

Lesson 1: Customizing Message Options

Topic A: Customize Reading Options

- Desktop Alerts
- Pane Views
- Message Preview
- Conversations
- How to Customize Your Reading Options for Messages
- Customizing Your Reading Options

Topic B: Track Messages

- The InfoBar
- Voting Options
- Tracking Options
- How to Use Voting and Tracking Options
- Using Voting and Tracking Options

Topic C: Recall and Resend Messages

- The Resend Option
- The Recall Option
- How to Resend or Recall Messages
- Recalling a Sent Message