



Getting Started with Outlook® 2016

Course ID #: 7000-549-ZZ-Z

Hours: 2

Course Content

Course Description:

To be successful in Microsoft® Office Outlook® 2016, you need to be able to navigate the interface and to perform basic tasks such as creating, sending, reading, answering, and printing your email. This course will help you master the Outlook interface and basic Outlook functions so that you can use them efficiently in your professional environment.

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: Getting Started with Outlook 2016

Topic A: Navigate the Outlook Interface

- Email
- Email Addresses
- Microsoft Outlook 2016
- Office Online Apps
- Items and Folders
- Components of the Outlook Interface
- The Ribbon
- Outlook Ribbon Tabs
- The Backstage View
- Mail View
- Mail Folders
- Read and Unread Messages
- Message Icons
- Calendar View
- Contacts View
- Tasks View
- Notes View
- Peeks
- How to Change the To-Do Bar
- Navigating the Outlook 2016 Interface

Topic B: Work with Messages

- The Message Form
- Message Form Tabs
- Creating and Sending an Email
- Message Response Options
- Inline Replies
- Compose Tools Tab
- Reading and Responding to an Email
- Print Options
- Printing an Email Message
- The Deleted Items Folder
- How to Perform Basic Mail Functions
- Deleting Email Messages
- Microsoft OneDrive
- Signing into Office 365 and OneDrive
- Outlook on the Web
- Navigating in Outlook on the Web

Topic C: Access Outlook Help

- Tell Me Feature
- Outlook Help
- Outlook Help Toolbar Buttons
- How to Access Outlook Help
- Using the Tell Me Feature



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