



Managing Contacts in Outlook® 2016

Course ID #: 7000-559-ZZ-Z

Hours: 2

Course Content

Course Description:

The Contacts view lies at the heart of your Microsoft® Outlook® 2016 experience—it's where you store, manage, and share individual and group information. As you saw with other views, Outlook's Contacts view provides many options for how you can create, view, manage, and share information. In this course, you will manage contacts by using some of Outlook's advanced management options.

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: Managing Contacts

Topic A: Import and Export Contacts

- The Import Option
- Secondary Address Books
- The Export Option
- Fields
- How to Import and Export Contacts
- Importing Your Contacts

Topic B: Use Electronic Business Cards

- Default Electronic Business Cards
- The Edit Business Card Dialog Box
- How to Edit an Electronic Business Card
- Editing an Electronic Business Card

Topic C: Forward Contacts

- Formats to Forward a Contact
- How to Forward Contacts
- Forwarding Contacts