Managing Outlook® 2016 Data Files

Course Content

Course Description:

Your Outlook 2016 mailbox grows in proportion to your activities—messages, calendars, meetings, tasks, and notes add up. It doesn't take long for an active mailbox to grow to an unmanageable size. At some point you'll probably want to move some Microsoft® Outlook® items to a different location. This course gives you the skills to manage the Outlook files that support your mailbox contents.

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:

Topic A: Use Archiving to Manage Mailbox Size
- Archiving
- How to Archive Messages
- Using Archiving to Manage Mailbox Size

Topic B: Back Up Outlook Items
- Outlook Data Files
- How to Create an Outlook Data File
- Creating a Data File

Topic C: Change Data File Settings
- Data File Settings
- How to Change Data File Settings
- Changing Data File Settings