



Managing your Outlook® 2016 Mailbox

Course ID #: 7000-557-ZZ-Z

Hours: 1

Course Content

Course Description:

This course shows you how you can take control of your Outlook mailbox by catching and re-directing annoying junk mail and spam, and by managing and controlling the capacity of your mailbox.

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 Your Mailbox

Topic A: Use the Junk E-Mail Filter to Manage Messages

- Junk E-Mail Filter
- Safe Senders List
- Blocked Senders List
- How to Manage Junk Mail
- Managing Junk Mail

Topic B: Manage Your Mailbox

- Mailbox Size
- Alternate Message Formats
- Cleanup Tools
- How to Manage Your Mailbox and Accounts
- Managing Your Mailbox