



Modifying Messages and Setting Global Options in Outlook® 2016

Course ID #: 7000-555-ZZ-Z

Hours: 2

Course Content

Course Description:

Outlook 2016 is fully integrated with the Microsoft Office application suite, which provides a rich set of options to create visually compelling and effective messages by using advanced characters, illustration commands, and formatting options. In this course, you'll use Outlook's advanced character and formatting options, configure advanced mail functions, modify global settings, and customize the application's interface to suit your work style and personal preferences.

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: Modifying Messages and Setting Global Options

Topic A: Insert Advanced Characters and Objects

- Hyperlinks
- Equation
- Symbols
- Horizontal Lines
- Tables
- Charts
- Quick Parts
- How to Insert Advanced Characters and Objects
- Inserting Advanced Characters and Objects in an Email

Topic B: Modify Message Settings and Options

- Importance Levels
- Sensitivity Levels
- Delivery Options

- How to Modify Message and Delivery Options
- Modifying Message Settings, Properties, and Options

Topic C: Configure Global Outlook Options

- Multiple Email Accounts
- The From Option
- Language Options
- Advanced Options
- How to Manage Email Accounts
- Creating Email Accounts and Setting Options

Topic D: Customize the Outlook Interface

- Interface Preferences
- Customizing the Ribbon
- Quick Access Tools
- How to Customize the Outlook Interface
- Customizing the Outlook Interface