



Organizing Outlook® 2016 Messages

Course ID #: 7000-551-ZZ-Z

Hours: 1

Course Content

Course Description:

As you use Outlook 2016 more and more, the number of messages in your Inbox can become unwieldy. You might need to find emails you have received and quickly respond to them, or you might need to use visible reminders to identify emails that require a response later. This course will show you how you can use the features available in Outlook to organize and manage your email in a timely and professional manner.

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: Organizing Messages

Topic A: Mark Messages

- Mark as Unread/Read
- Color Categories
- Marking and Categorizing Messages
- Flag for Follow Up
- Follow Up Flag Options
- Using Flags to Manage Messages
- The Ignore Conversation Command
- Clean Up Commands
- How to Mark and Manage Messages
- Ignoring and Cleaning Up Messages

Topic B: Organize Messages Using Folders

- Default Email Folders
- Email Folders on the Server
- Personal Folders
- How to Organize Messages in Folders
- Organizing Messages in Folders