Organizing, Searching, and Managing Messages in Outlook® 2016

Course ID #: 7000-556-ZZ-Z

Hours: 2

Course Content

Course Description:

Many people manage multiple email accounts for an assortment of reasons—work, personal, school, volunteer activities, newsletters, and blogs. Email may be a convenient mode of communication, but it's increasingly difficult to manage the constant influx of messages. This course will show you how you can use the features in Microsoft® Outlook® 2016— such as grouping, sorting, filtering, and searching—to manage your items efficiently.

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: Organizing, Searching, and Managing Messages

Topic A: Group and Sort Messages
- Group and Sort Criteria
- The Sort Dialog Box
- How to Group and Sort Messages
- Sorting and Grouping Your Messages

Topic B: Filter and Manage Messages
- Filters
- The Filter Dialog Box
- Clutter
- How to Filter Email and Manage Low-Priority Messages
- Filtering Messages
- Activating and Using the Clutter Folder

Topic C: Search Outlook Items
- Instant Search
- The Search Tools Contextual Tab
- The Advanced Find Dialog Box
- Search Folders
- Custom Search Folders
- How to Use Search Folders
- Using Search for Outlook Items