Course Content

Course Description:

In this course, you will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate many management tasks, work with calendars and contacts, manage tasks, protect data with archiving and data files, as well as share and delegate access to your workspaces.

This course builds upon the foundational knowledge presented in the Microsoft ® Office Outlook® 2016 Level 1 course and will help you customize a communication system well-suited to your work styles. In addition, this course will help you prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Outlook 2016. In this course, you will use Outlook's advanced features to customize and manage your email communications, including using advanced features to organize emails; managing calendar settings and options; managing contact information; scheduling tasks; and managing Outlook backups and data file settings.

You will:

- Modify messages and set global options.
- Organize, search, and manage messages.
- Manage your mailbox.
- Automate message management.
- Work with calendar settings.
- Manage contacts and groups.
- Manage activities by using tasks.
- Share workspaces with others.
- Manage Outlook data files.

Target Student:

This course is intended for people who have a basic understanding of Microsoft® Windows® and want to know how to use Outlook's advanced features to manage their email communications, calendar events, contact information, search functions, and other communication tasks. This course is also designed for students who are preparing for the Microsoft Office Specialist certification.

Prerequisites:

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to open and close applications, navigate basic file structures, and manage files and folders. Additionally, it will benefit you to have basic Outlook skills. You can obtain these skills and knowledge by taking Outlook 2016 Level 1.

Outlook 2016 Level 2

Course ID#: 1010-200-16-W

Hours: 7

Topics:

Module 1: Modifying Messages and Setting Global Options
- Insert Advanced Characters and Objects
- Modify Message Settings and Options
- Configure Global Outlook Options
- Customize the Outlook Interface

Module 2: Organizing, Searching, and Managing Messages
- Group and Sort Messages
- Filter and Manage Messages
- Search Outlook Items

Module 3: Managing Your Mailbox
- Use the Junk E-Mail Filter to Manage Messages
- Manage Your Mailbox

Module 4: Automating Message Management
- Use Automatic Replies
- Use the Rules Wizard to Organize Messages
- Create and Use Quick Steps

Module 5: Working with Calendar Settings
- Set Advanced Calendar Options
- Create and Manage Additional Calendars
- Manage Meeting Responses

Module 6: Managing Contacts
- Import and Export Contacts
- Use Electronic Business Cards
- Forward Contacts

Module 7: Managing Activities by Using Tasks
- Assign and Manage Tasks

Module 8: Sharing Workspaces with Others
- Delegate Access to Outlook Folders
- Share Your Calendar
- Share Your Contacts

Module 9: Managing Outlook Data Files
- Use Archiving to Manage Mailbox Size
- Back Up Outlook Items
- Change Data File Settings

Appendix A
- Microsoft Office Outlook 2016 Exam 77-731

Appendix B
- Configuring Email Message Security Settings

Appendix C
- Microsoft Outlook 2016 Common Keyboard Shortcuts