Working with your Outlook® 2016 Contacts

Course Content

Course Description:

As the volume of received mail continues to grow in your Inbox, so does the number of individuals who sent those messages. For the people who you communicate with most often, it would be beneficial to have their contact information readily available. This course shows you how to use the Microsoft® Office Outlook® 2016 Contacts view to create, modify, and manage your contacts efficiently and accurately.

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: Managing Your Contacts

Topic A: Create and Edit Contacts
- Contacts
- The Contacts View
- The Contact Form
- Secondary Address Books
- How to Create and Edit Contacts
- Creating Contacts
- Editing Contacts
- Creating a Contact Group

Topic B: View and Print Contacts
- Electronic Business Cards
- Contact Views
- Sort Options
- Viewing Contacts
- The Search Contacts Feature
- People Peek Search
- Searching Contacts
- Print Styles
- How to Work with Contacts
- How to Print Contacts
- Printing Your Contacts