



MICROSOFT OUTLOOK

Outlook 2016 Fundamentals (OUT001)

Traditional Learning Pathway



COURSE CONTENTS

OUTLOOK OVERVIEW

- Email management
- Time management
- Contacts management
- Task management

WORK EFFICIENTLY

- Keyboard shortcuts

THE OUTLOOK SCREEN

- The screen layout
- Using Ribbons and the QAT
- The folder list
- The reading pane
- Doc management add-ins

PEOPLE & CONTACTS

- About address books
- Creating a contact
- Using the contact
- Searching your contacts

EMAIL BASICS

- Creating a signature
- Creating a new email
- Proofing your email
- Checking the sent items
- Forwarding or replying to an email message

ENHANCED EMAIL ACTIVITIES

- CC and BCC
- Importance tag
- Deleting an email message
- Emptying the deleted items
- Using mail folders
- Searching for an email

WORKING WITH ATTACHMENTS

- Identifying an attachment
- Previewing the attachment
- Send a link vs attachment
- Adding an attachment to an email message
- Saving the attachment

WORKING WITH PICTURES & PHOTOS

- Sending photos
- Attachments vs in-body
- Snipping tool

CALENDAR

- Creating an appointment
- Accepting meeting requests
- Setting a reminder
- Recurring appointments
- Searching the calendar

WORKING AS A TEAM

- Open another calendar
- Out of office auto reply

TASKS

- Tasking from an email
- To-do bar
- Daily task list
- Creating a task
- Viewing a task
- Searching your tasks

PRINTING

- Printing an email message
- Printing your weekly diary
- Printing your task list

ACCESSING YOUR EMAIL

- Web mail
- Using a mobile device

MICROSOFT OUTLOOK 2016 FUNDAMENTALS

COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

AIM

This course has been designed to allow participants to gain:

- a basic understanding of email and calendar skills
- confidence with the MS Outlook software
- skills to use the software more efficiently and to become more productive in their job

TARGET AUDIENCE

This course is a beginner's course and assumes no prior knowledge of Microsoft Outlook. It is suitable for participants who:

- want to learn basic email, calendar and task list skills
- are expected to know the basic features of Outlook for their job
- want to improve their productivity by learning new techniques and shortcuts

OUTCOMES

By the end of this session you should be able to:

- safely send and receive email with attachments
- work with the calendar to create appointments
- manage tasks using a task list
- access your email from a mobile device
- use a number of keyboard shortcuts to work more efficiently

ABOUT US

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