



MICROSOFT OUTLOOK

Outlook 2016 Advanced (OUT003)

Traditional Learning Pathway



COURSE CONTENTS

REVIEWING THE BASICS

- The screen layout
- Panes, panels & views

ACCESSING YOUR EMAIL

- Web mail
- Using a mobile device

WORKING EFFICIENTLY

- Ribbons and the QAT
- Keyboard Shortcuts

OUTLOOK ADD-INS

- Records management
- Doc management add-ins
- Auto archive/ vault add-ins

CUSTOMISING OUTLOOK

- Creating multiple signatures
- Other options & preferences

PEOPLE & CONTACTS

- Address books & contacts
- Creating contacts & groups
- Organising & sharing
- Exporting & printing

EMAIL BASICS

- Reviewing the basics
- Using drafts
- Using CC and BCC
- Mark as read/unread
- Tracking
- Recall and resend mail

ENHANCED EMAIL CONTENT

- Using styles & formatting
- Using tables
- Sending internet content
- Inserting hyperlinks
- Building Blocks & Quick Parts
- Inserting photos
- Snipping tool

ATTACHMENTS & LINKS

- Previewing attachments
- Send a link vs attachment
- Emailing from other applications
- Saving the attachment
- Remove attachments

GETTING ORGANISED

- Tasking from an email
- To-do bar
- Daily task list
- Using mail folders & categories
- Quick steps

INBOX VIEWS

- Focused inbox
- Message preview
- Changing the current view
- Arranging, sorting & grouping messages
- Creating a custom view
- Conditional formatting

SEARCHING

- Using Outlook search
- Search scope
- Using search syntax and multiple search criteria
- Searching other Outlook items

CLEAN UP

- Mailbox cleanup
- Checking folder sizes
- Managing archives
- PST Archives

USING CALENDAR

- Calendar options
- Calendar views
- Appointments & events
- Using categories & colour
- Recurring appointments
- Calendar permissions

ORGANISING A MEETING

- Planning a meeting
- People, rooms & resources
- Scheduling tool
- Using room finder
- Updating or rescheduling
- Monitoring responses
- Cancelling a meeting

USING TASKS

- Creating tasks
- Completing tasks
- Task delegation
- Task views

WORKING AS A TEAM

- Open another calendar
- Side-by-side calendars
- Calendar groups
- Out of office auto reply
- Using the rules wizard
- Delegating your mailbox
- What is SharePoint/Teams
- Office 365 shared calendars, shared contacts & task lists

MAIL MERGE

- Types of mail merge
- Creating a merge letter
- Creating labels & envelopes

PRINTING

- Printing Outlook items

MICROSOFT OUTLOOK 2016 ADVANCED

COURSE LENGTH

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

AIM

This course has been designed to allow participants to gain:

- an understanding of more complex email related tasks including managing large amounts of email
- an appreciation of the Outlook features around contacts and contact management
- an understanding of GTD (Getting Things Done) philosophies as they apply to time and task management in Outlook
- confidence with all aspects of Microsoft Outlook
- skills to use the software more efficiently and to become more productive in their job

TARGET AUDIENCE

This course is an advanced level course and assumes a sound knowledge of Microsoft Outlook. It is suitable for participants who:

- want to enhance their email, calendar and task list skills
- want to learn advanced tasks like mail merge and meeting planning
- want to learn how Outlook can help stay organised in the workplace
- want to improve their productivity by learning new techniques and shortcuts

OUTCOMES

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

- implement strategies to stay organised in the workplace
- perform a mail merge using your Outlook contacts
- plan a meeting with participants, rooms and resources
- use public folders (and SharePoint if applicable) to share information
- use a number of keyboard shortcuts to work more efficiently

ABOUT US

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