



# 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

Intelliteq is a Microsoft Partner with accredited Microsoft Office trainers. We work with you to identify where problems exist. We investigate where business improvements can be made. We work with your staff to deliver effective training and assessment.

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www.intelliteq.com.au | info@intelliteq.com.au | 0418 748 398 | PO Box 474, Edge Hill, Qld 4870