PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Outlook 2016 Introduction Training Course

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1.0 DAY COURSE

Email has become one of the most widely used methods of communication, whether for personal or business communications. In most organisations, large or small, email is the preferred form of communicating information amongst employees. As email grows in popularity and use, most organisations have found the need to implement a corporate mail management system such as Microsoft® Office Outlook® to handle the messages and meeting invitations sent among employees.

The PD Training Microsoft Outlook 2016 Introduction training course is designed to provide you with the basic skills you need to start using Outlook 2016 to manage your email communications, contact information, calendar events, tasks, and notes. You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Outlook 2016.

This hands-on training workshop is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

This Microsoft Outlook training class introduces the 2016 interface and gets participants up and running quickly working with messages, calendars, and contacts.

Outcomes

After completing this course, all attendees will learn the following:

- Getting Started with Outlook 2016
- Composing Messages
- Reading and Responding to Messages
- Managing Your Messages
- Managing Your Calendar
- Managing Your Contacts

- Working with Tasks and Notes
- Customising the Outlook Environment

Modules

Lesson 1: Getting Started with Outlook 2016

- Navigate the Outlook Interface
- Perform Basic E-mail Functions

Lesson 2: Composing Messages

- Create an E-mail Message
- Check Spelling and Grammar
- Format Message Content
- Attach Files and Items
- Enhance an E-mail Message
- Manage Automatic Message Content

Lesson 3: Reading and Responding to Messages

- Customise Reading Options
- Work with Attachments
- Manage Your Message Responses

Lesson 4: Managing Your Messages

- Manage Messages Using Tags, Flags, and Other Commands
- Organise Messages Using Folders

Lesson 5: Managing Your Calendar

- View the Calendar
- Manage Appointments
- Manage Meetings
- Print Your Calendar

Lesson 6: Managing Your Contacts

- Create and Update Contacts
- View and Organize Contacts

Lesson 7: Working with Tasks and Notes

- Create Tasks
- Manage Tasks
- Manage Notes

Lesson 8: Customizing the Outlook Environment

- Customize the Outlook Interface
- Create and Manage Quick Steps

Talk to our expert team

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