

Outlook 2016 – Level 1 Outline

OUTLOOK 2016 LEVEL 1 – INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES 8

WHAT'S NEW IN OUTLOOK 2016?

LESSON 1 - OUTLOOK BASICS

- 1.1 INTRODUCING OUTLOOK
- 1.2 SETTING UP AN E-MAIL ACCOUNT
- 1.3 EXAMINING THE OUTLOOK SCREEN
- 1.4 USING THE NAVIGATION BAR & NAVIGATION PANE
- 1.5 USING READING VIEW
- 1.6 CHANGING SCREEN MAGNIFICATION
- 1.7 NAVIGATING WITH THE RIBBON
- 1.8 SHOWING & HIDING THE RIBBON
- 1.9 CUSTOMIZING OUTLOOK
- 1.10 USING KEYBOARD SHORTCUTS
- 1.11 USING TELL ME TO OBTAIN HELP
- 1.12 USING HELP

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 - COMPOSING & SENDING E-MAIL

- 2.1 A LOOK AT THE MAIL MODULE
- 2.2 CREATING AN E-MAIL MESSAGE
- 2.3 USING THE AUTO-COMPLETE LIST
- 2.4 CHECKING SPELLING
- 2.5 USING SIGNATURES
- 2.6 SAVING A MESSAGE DRAFT
- 2.7 FORMATTING AN E-MAIL MESSAGE
- 2.8 USING STATIONERY
- 2.9 APPLYING THEMES
- 2.10 SENDING ATTACHMENTS
- 2.11 INSERTING IMAGES INTO A MESSAGE
- 2.12 INSERTING ONLINE IMAGES
- 2.13 SETTING THE PRIORITY OF A MESSAGE
- 2.14 REQUEST A READ OR DELIVERY RECEIPT
- 2.15 INSERTING A HYPERLINK

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

LESSON 3 - RECEIVING E-MAIL

- 3.1 CHECKING FOR E-MAIL
- 3.2 READING E-MAIL
- 3.3 REPLYING TO A MESSAGE
- 3.4 FORWARDING A MESSAGE
- 3.5 RESEND OR RECALL A MESSAGE
- 3.6 USING THE READING PANE
- 3.7 REPLYING FROM THE READING PANE
- 3.8 PREVIEWING ATTACHMENTS
- 3.9 SAVING AND OPENING ATTACHMENTS
- 3.10 DISPLAYING MESSAGE PARTICIPANT INFORMATION
- 3.11 CREATING AUTOMATIC REPLIES
- 3.12 SUBSCRIBING TO RSS FEEDS

LESSON 3 QUIZ

LAB 3 – ON YOUR OWN

LESSON 4 - E-MAIL MANAGEMENT

- 4.1 MARKING MESSAGES AS UNREAD
- 4.2 FLAGGING MESSAGES
- 4.3 USING CATEGORIES
- 4.4 ARRANGING MESSAGES
- 4.5 DELETING MESSAGES
- 4.6 WORKING WITH MESSAGE FOLDERS
- 4.7 ADDING A FOLDER TO FAVORITES
- 4.8 USING SEARCH FOLDERS
- 4.9 SEARCHING FOR MESSAGES
- 4.10 SAVING MESSAGES TO A FILE
- 4.11 PRINTING MESSAGES
- 4.12 MANAGING JUNK MAIL
- 4.13 USING RULES TO PROCESS EMAIL
- 4.14 USING QUICK STEPS
- 4.15 VIEWING MESSAGES BY CONVERSATION
- 4.16 SAVING KEYSTROKES WITH QUICK PARTS
- 4.17 MODIFYING NEW MAIL NOTIFICATIONS

LESSON 4 QUIZ

LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH CONTACTS

- 5.1 ADDING A NEW CONTACT
- 5.2 CHANGING CONTACT INFORMATION
- 5.3 ASSIGNING A CATEGORY TO A CONTACT

- 5.4 CHANGING CONTACT VIEWS
- 5.5 DELETING A CONTACT
- 5.6 SENDING A MESSAGE TO A CONTACT
- 5.7 FORWARDING A BUSINESS CARD
- 5.8 SEARCHING FOR A CONTACT
- 5.9 CREATING A CONTACT GROUP
- 5.10 SENDING EMAIL TO A CONTACT GROUP
- 5.11 ADDING A CONTACT PICTURE
- 5.12 CREATING CONTACT FOLDERS

LESSON 5 QUIZ

LAB 5 – ON YOUR OWN

LESSON 6 - WORKING WITH THE CALENDAR

- 6.1 SCHEDULING AN APPOINTMENT
- 6.2 NAVIGATING THE CALENDAR
- 6.3 MODIFYING APPOINTMENTS
- 6.4 SETTING APPOINTMENT REMINDERS
- 6.5 SCHEDULING A MEETING
- 6.6 SCHEDULING AN EVENT
- 6.7 SCHEDULING A RECURRING ITEM
- 6.8 CHANGING CALENDAR OPTIONS
- 6.9 SHARING A CALENDAR
- 6.10 PRINTING A CALENDAR
- 6.11 WORKING WITH MULTIPLE CALENDARS
- 6.12 WORKING WITH CALENDAR GROUPS

LESSON 6 QUIZ

LAB 6 – ON YOUR OWN

LESSON 7 - USING TASKS

- 7.1 CREATING TASKS
- 7.2 USING THE TO-DO BAR
- 7.3 EDITING TASKS
- 7.4 CREATING RECURRING TASKS
- 7.5 MARKING OFF A TASK
- 7.6 CHANGING TASK VIEWS
- 7.7 ASSIGNING TASKS TO OTHERS

LESSON 7 QUIZ

LAB 7 – ON YOUR OWN

LESSON 8 - WORKING WITH NOTES

- 8.1 CREATING NOTES
- 8.2 READING & MODIFYING NOTES
- 8.3 COLOR CATEGORIZING A NOTE
- 8.4 RESIZING & DELETING NOTES

8.5 PRINTING NOTES

8.6 CREATING APPOINTMENTS & TASKS FROM NOTES

LESSON 8 QUIZ

LAB 8 – ON YOUR OWN

CLASS PROJECT

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