Microsoft Outlook 2016 Advanced

Course Details

Course Code: INF1626

Duration: 1 day

Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

Links:

- View this course on our website
- View the course schedule
- Enquire about this course

Elements of this syllabus are subject to change.

About this course

The skills and knowledge acquired in Microsoft Outlook 2016 - Level 2 are sufficient to be able to manage and organise your e-mail, schedule meetings with colleagues, manage your contact information, create task requests for others to perform and much more.

At Course Completion

After completing this course, students will be able to:

- effectively edit email messages
- organise and work with mail folders and use quick steps
- use the search facilities to locate messages and other Outlook items
- work with message views
- create and work with colour categories
- create and use rules to manage your email messages
- use many Outlook features as you work with email messages
- schedule appointments and events in your calendar
- schedule meetings using Outlook
- monitor and manage your contacts within Outlook
- create and work with task requests

Prerequisites

Microsoft Outlook 2016 - Level 2 assumes some knowledge of the software and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

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