

Course Specifications

Course Number:

091059

Course Length:

1 day

Course Description

Overview:

Every day, millions of email messages are exchanged among people within and between organizations. Email has a ubiquitous presence in the lives of many, and it's likely that email technologies will continue to evolve with the changing needs of workplaces. After all, email communication has not been replaced, or its growth slowed, as many predicted with the rise of social media and the widespread adoption of mobile technologies. Many organizations have implemented mail management systems that combine the back-end power of Microsoft® Exchange Server and the front-end intuitive user interface of Microsoft® Office Outlook® 2016.

In this course, you will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate many management tasks, work with calendars and contacts, manage tasks, protect data with archiving and data files, as well as share and delegate access to your workspaces. In short, you'll work with a wide range of features and options and, in so doing, understand why Outlook is a leading personal management system.

This course builds upon the foundational knowledge presented in the *Microsoft® Office Outlook® 2016: Part 1* course and will help you customize a communication system well-suited to your work styles. In addition, this course will help you prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Outlook 2016.

Course Objectives:

In this course, you will use Outlook's advanced features to customize and manage your email communications, including using advanced features to organize emails; managing calendar settings and options; managing contact information; scheduling tasks; and managing Outlook backups and data file settings.

You will:

- Modify messages and set global options.
- Organize, search, and manage messages.
- Manage your mailbox.
- Automate message management.
- Work with calendar settings.
- Manage contacts and groups.
- Manage activities by using tasks.
- Share workspaces with others.
- Manage Outlook data files.

Microsoft® Office Outlook® 2016: Part 2

Target Student:

This course is intended for people who have a basic understanding of Microsoft® Windows® and want to know how to use Outlook's advanced features to manage their email communications, calendar events, contact information, search functions, and other communication tasks.

This course is also designed for students who are preparing for the Microsoft Office Specialist certification and who want to prepare for Microsoft Outlook 2016.

Prerequisites:

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to open and close applications, navigate basic file structures, and manage files and folders. Additionally, it will benefit you to have basic Outlook skills. You can obtain these skills and knowledge by taking the following course:

- *Microsoft® Office Outlook® 2016: Part 1*

Course Content

Lesson 1: Modifying Messages and Setting Global Options

Topic A: Insert Advanced Characters and Objects

Topic B: Modify Message Settings and Options

Topic C: Configure Global Outlook Options

Topic D: Customize the Outlook Interface

Lesson 2: Organizing, Searching, and Managing Messages

Topic A: Group and Sort Messages

Topic B: Filter and Manage Messages

Topic C: Search Outlook Items

Lesson 3: Managing Your Mailbox

Topic A: Use the Junk E-Mail Filter to Manage Messages

Topic B: Manage Your Mailbox

Lesson 4: Automating Message Management

Topic A: Use Automatic Replies

Topic B: Use the Rules Wizard to Organize Messages

Topic C: Create and Use Quick Steps

Microsoft® Office Outlook® 2016: Part 2



Lesson 5: Working with Calendar Settings

Topic A: Set Advanced Calendar Options

Topic B: Create and Manage Additional Calendars

Topic C: Manage Meeting Responses

Lesson 6: Managing Contacts

Topic A: Import and Export Contacts

Topic B: Use Electronic Business Cards

Topic C: Forward Contacts

Lesson 7: Managing Activities by Using Tasks

Topic A: Assign and Manage Tasks

Lesson 8: Sharing Workspaces with Others

Topic A: Delegate Access to Outlook Folders

Topic B: Share Your Calendar

Topic C: Share Your Contacts

Lesson 9: Managing Outlook Data Files

Topic A: Use Archiving to Manage Mailbox Size

Topic B: Back Up Outlook Items

Topic C: Change Data File Settings

Appendix A: Microsoft Office Outlook 2016 Exam 77-731

Appendix B: Configuring Email Message Security Settings

Appendix C: Microsoft Outlook 2016 Common Keyboard Shortcuts