

## Course Overview:

Microsoft Outlook 2016 is a powerful communication and organizational tool. In this course, you will discover the extensive tools you can use to control the deluge of e-mails in your inbox, find contacts easily, manage your time and organize your tasks using Outlook to achieve your personal and business objectives.

## Course Content:

### E-Mail

- Get acquainted with the Backstage View, Ribbon and Quick Access Toolbar in Office 2016
- Use the new expanded Ribbon to create professional looking e-mail messages.
- Manage the deluge of e-mails you get every day by creating an efficient filing system you can use to file and easily retrieve your e-mail messages.
- Automate your filing system by creating rules that will automatically file your e-mail messages.
- Use the Conversation View to manage your e-mails.
- Create Quick Steps to automate frequently used procedures and commands.
- Find items quickly using the Search Tools.
- Learn how to create an e-mail template.

### Contacts/People

- Manage your contacts by creating detailed contact sheets with categories to store and effortlessly retrieve significant contact information.
- Use the new People Card to see key information about your contacts.
- Use the mail merge command to merge contact names, addresses and e-mail addresses with a letter.

### Calendar

- Manage your time by learning the secrets of time management by efficiently using your calendar to set up colour-coded appointments, meetings or events with built-in reminders to ensure you never forget a critical business or personal commitment.
- Learn how to pin the calendar in any Outlook view.

### Tasks

- Use Outlook Tasks to manage your daily activities, people and projects by getting rid of all those small pieces of paper and instead create detailed task sheets with built-in reminders.

### Notes

- Use the Notes component to keep small amounts of information. Also learn how to assign a category and colour code the notes.

### Customize Your Outlook

- Learn how to use the many different Outlook productivity commands that will help you work smarter in all the Outlook components.