



PROFESSIONAL  
DEVELOPMENT  
TRAINING

# Microsoft Outlook 2016 Advanced Training



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1.0 DAY COURSE

This Microsoft Advanced Outlook 2016 training course builds on basic skills in Outlook and teaches participants to work with some of the more advanced features of Outlook.

The PD Training Microsoft Outlook 2016 Advanced training course will help participants to expand upon their existing knowledge use advanced features of Microsoft Outlook 2016 such as delegating calendar access, setting up RRS feeds, using mail merge, creating journals and note and much more.

This hands-on training workshop is available now throughout U.S., including Atlanta, Baltimore, Boston, Charlotte, Chicago, Dallas, Los Angeles, Manhattan, Miami, Orlando, Philadelphia, and Seattle and also via instructor-led online training.

Click the “Group Training Quote” button for a free quote for your internal team training or click the “Register Now” button to view the current public schedule.

## What You'll Gain:

This Microsoft Outlook Advanced training course offers a more in depth understanding of the 2016 interface and configuring emails, calendars, contacts and Outlook data files. It is recommended you have completed Outlook® 2016 Introduction, or possess equivalent knowledge.

## Outcomes

**All attendees are expected to learn the following:**

- Configuring Advanced Message Options
- Advanced Message Management
- Advanced Calendar and Task Management
- Advanced Contact Management
- Sharing Workspaces with Others
- Managing Outlook Data Files
- Managing E-mail Security



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## 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

- Customize 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 Organise 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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