PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Outlook 2016 Advanced Training

REQUEST QUOTE

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

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

Phone:

Email: