

## **Microsoft Outlook 2016**

### **Module 1: The Outlook 2016 Interface**

This module explains how to work with the Ribbon, tabs, groups, commands, and the Backstage view.

#### **Lessons**

- Overview of the Outlook Interface
- The Ribbon
- Tabs, Groups, and Commands on the Ribbon
- The Backstage View (File Menu)

#### **Lab 1: None**

- None

After completing this module, students will be able to:

- Navigate the Outlook interface.
- Work with tabs, groups, and commands on the Ribbon.
- Work with the Backstage View.

### **Module 2: Performing Popular Tasks in Outlook 2016**

This module explains how to perform a variety of basic tasks in Microsoft Outlook 2016.

#### **Lessons**

- Setting Up an Email Account
- Exercise: Setting Up an Email Account
- Open Email Messages
- Open Email Messages
- Reply to and Forward Email Messages
- Preview and Save an Attachment
- Exercise: Opening and Replying to a Message
- Print a Message
- Delete a Message
- Save a Message in an Alternate Format

#### **Lab 1: None**

- None

After completing this module, students will be able to:

- Set up an email account in Outlook.
- Open email messages.
- Reply to and forward email messages.
- Print and save an attachment.
- Print messages.
- Delete messages.
- Save a message in an alternate format.
- Delegate access.
- Customize the Navigation pane.

### **Module 3: Working with Messages**

This module explains how to work with messages in Microsoft Outlook 2016.

#### **Lessons**

- Compose a Message
- Add an Attachment
- Add Voting Options
- Check Spelling and Grammar
- Format Text
- Use Microsoft Word to Edit Messages
- Insert a Hyperlink or Image in a Message
- Send a Message
- Exercise: Creating and Sending a New Message

#### **Lab 1: None**

- None

After completing this module, students will be able to:

- Compose a message.
- Add an attachment to a message.
- Add voting options to a message.
- Check the spelling and grammar in a message.
- Format text.
- Use Microsoft Word to edit email messages.
- Insert a hyperlink in a message.

- Send a message.

#### **Module 4: Working with the Calendar**

This module explains how to work with the Calendar in Microsoft Outlook 2016.

##### **Lessons**

- Change Your Calendar View
- Set Up Availability Status
- Exercise: Setting Up Your Calendar
- Print Your Schedule
- Share Your Calendar
- Schedule a Meeting
- Make Updates to Meetings
- Cancel a Meeting
- Reply to a Meeting Invitation
- Schedule an Appointment
- Make Updates to an Appointment
- Create Calendar Groups
- Delete a Calendar
- Work with Calendar Items
- Using Multiple Calendars
- Exercise: Scheduling a Meeting

##### **Lab 1: None**

- None

After completing this module, students will be able to:

- Change the calendar view.
- Set up availability status.
- Set up calendar availability.
- Print your schedule.
- Schedule a meeting.
- Make updates to meetings.
- Reply to a meeting invitation.
- Schedule an appointment.

- Make updates to an appointment.
- Create calendar groups.
- Delete a calendar.
- Work with calendar items.
- Use multiple calendars.

### **Module 5: Organizing Contacts**

This module explains how organize contacts in Microsoft Outlook 2016.

#### **Lessons**

- Add, Delete, Import, and Print a Contact
- Update a Contact
- Exercise: Adding and Updating a Contact
- Locate a Contact
- Sort Contacts
- Work with Contact Groups
- Manage Multiple Address Books
- Perform a Mail Merge
- Exercise: Performing a Mail Merge

#### **Lab 1: None**

- None

After completing this module, students will be able to:

- Add a contact.
- Update a contact.
- Share a contact.
- Locate contacts.
- Sort and find contacts.
- Work with contact groups.
- Work with multiple address books.
- Perform a mail merge.

### **Module 6: New Features in Outlook 2016**

This module explains how to use some new features in Microsoft Outlook 2016.

## **Lessons**

- Tell Me
- Improvements to Attachments
- New Chinese and Japanese Fonts
- The Email Address Internationalization (EAI) Feature

## **Module 7: Working with Tasks and Notes**

This module explains how work with tasks and notes in Microsoft Outlook 2016.

## **Lessons**

- Create a Task
- Print a Task
- Update a Task
- Search for Tasks
- Assign a Task
- Reply to a Task Request
- Track Tasks
- Change Your Task View
- Exercise: Working with Tasks
- Work with Notes

## **Lab 1: None**

- None

After completing this module, students will be able to:

- Change the Task view.
- Create a task.
- Print a task.
- Update a task.
- Assign a task.
- Search for tasks.
- Reply to a task request.
- Track tasks.
- Work with notes.

## **Module 8: Using Signature and Themes**

This module explains how to use signatures and themes in Microsoft Outlook 2016.

### **Lessons**

- Create Signatures and Themes
- Automatically Add a Signature to Messages
- Modify a Signature
- Format Outgoing Messages
- Create and Apply a Theme
- Exercise: Adding a Theme and Signature to Your Messages

### **Lab 1: None**

- None

After completing this module, students will be able to:

- Create a signature.
- Automatically add a signature to email messages.
- Modify a signature.
- Create and apply a theme.

## **Module 9: Managing Your Inbox**

This module explains how to manage your inbox in Microsoft Outlook 2016.

### **Lessons**

- Search for Messages
- Create Search Folders
- Add New Local Folders
- Move Messages between Folders
- Group Your Mailbox Items
- Filter Messages
- Organize Messages
- Create and Manage Rules
- Exercise: Organizing Your Messages

### **Lab 1: None**

- None

After completing this module, students will be able to:

- Search for messages.
- Create search folders.
- Group your mailbox items.
- Filter messages.
- Organize messages.
- Manage your junk mail.
- Archive messages.
- Create an Outlook data file.
- Create a Quick Step to apply multiple actions to emails.
- Add protection to outgoing emails.

### **Module 10: Working with Multiple Email Accounts**

This module explains how to work with multiple email accounts in Microsoft Outlook 2016.

#### **Lessons**

- Setting Up Multiple Accounts in Outlook
- Send Emails from Different Accounts
- POP vs. IMAP Email Programs
- Exercise: Working with Multiple Email Accounts

#### **Lab 1: None**

- None

After completing this module, students will be able to:

- Set up multiple accounts in Outlook.
- Send emails from different accounts.
- Understand differences between POP and IMAP email programs.

### **Module 11: New Features in Outlook 2016**

This module explains how to use Groups, the Clutter feature, and improved searching in Outlook 2016.

#### **Lessons**

- Groups in Outlook
- Improved Searching
- The Clutter Feature