



*Are you a pencil pusher trapped in a computer?
We can help?*

M J H COMPUTER TRAINING

www.mjhtraining.com

m.herman@sasktel.net

☎ 306 . 242-2231 (Office)

☎ 306 . 220-5112 (Cell)

Microsoft® Office Outlook® 2016: Part 2

Course Length: 1 day

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

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