Microsoft ® Office Outlook 2016: Part 2

Course Length: 9 hours

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Overview:

Every day, millions of email messages are exchanged among people within and between organizations. Email has a ubiquitous presence in the lives of many, and it's likely that email technologies will continue to evolve with the changing needs of workplaces. After all, email communication has not been replaced, or its growth slowed, as many predicted with the rise of social media and the widespread adoption of mobile technologies. Many organizations have implemented mail management systems that combine the back-end power of Microsoft® Exchange Server and the front-end intuitive user interface of Microsoft® Office Outlook® 2016.

In this course, you will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate many management tasks, work with calendars and contacts, manage tasks, protect data with archiving and data files, as well as share and delegate access to your workspaces. In short, you'll work with a wide range of features and options and, in so doing, understand why Outlook is a leading personal management system.

Course Objectives:

In this course, you will use Outlook's advanced features to customize and manage your email communications, including using advanced features to organize emails; managing calendar settings and options; managing contact information; scheduling tasks; and managing Outlook backups and data file settings.

You will:

- Modify messages and set global options.

- Organize, search, and manage messages.

- Manage your mailbox.

- Automate message management.

- Work with calendar settings.

- Manage contacts and groups.

- Manage activities by using tasks.

- Share workspaces with others.

- Manage Outlook data files.

Target Student:

This course is intended for people who have a basic understanding of Microsoft® Windows® and want to know how to use Outlook's advanced features to manage their email communications, calendar events, contact information, search functions, and other communication tasks.

Prerequisite: Microsoft® Office Outlook 2016: Part 1