

1 Days

55179A: Advanced Microsoft Outlook 2016

The Advanced Microsoft Outlook 2016 training is a one-day class that is designed for students having basic knowledge of Outlook 2013 or 2016 yet want to explore more advanced features of Outlook 2016.

Completion of the course equips the participants with the following skill set:

- Working with tasks and notes.
- Working with signatures and themes.
- Working with multiple accounts.
- Managing the inbox including filtering, creating search folders, and archiving.

Course Details

Course Outline

Module 1: Working with Tasks and Notes

In this module, participants will learn how to 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
- Work with Notes

Exercise: Working with Tasks

Module 2: Using Signature and Themes

In this module, participants will learn 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

Module 3: Managing Your Inbox

In this module, participants will learn 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

Module 4: Working with Multiple Email Accounts

In this module, participants will learn 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

Module 5: New Features in Outlook 2016

In this module, participants will learn how to use Groups, the Clutter feature, and improved searching in Outlook 2016.

Lessons

- Groups in Outlook
- Improved Searching
- The Clutter Feature

Who Should Attend

This course is intended for individuals who possess a fundamental understanding and working knowledge of Microsoft Outlook 2016 and are keen to learn advanced-level skills covered in this course in the 2016 interface.

Pre Requisite

Before attending this course, a candidate must have an introductory level of knowledge of Microsoft Outlook.

464, Udyog Vihar Phase
V, Gurgaon (Delhi
NCR)-122016, India

+91 8882 233 777

training@mercury.co.in

www.mercurysolutions.co

Date - Mar 28, 2024