

Information Technology and Computer Skills Training

OUTLOOK 2016: INTERMEDIATE

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$125.00

Course Content

WORKING WITH CONTACTS

Learning the Outlook 2016 Screen

- How to View the Contacts Folder
- How to Change the Contacts View
- How to Create a Contact

Organizing and Finding Information In Contacts

- How to Sort Contacts
- How to Find a Specific Contact
- How to Organize Contacts

Working with the Electronic Business Card

- How to Create and Edit an Electronic Business Card
- How to Use an Image as a Background for a Card
- How to Send Electronic Business Cards
- How to Save an Electronic Business Card In a Message

WORKING WITH THE ADDRESS BOOK

Using the Address Book

- How to Add or Remove an Address
- How to Find an Address in an Address Book

Creating A Distribution List

- How to Create a Distribution List
- How to Add and Remove Members in a Distribution List
- How to Send a Message to a List

WORKING WITH THE CALENDAR

Understanding The New Interface

- How To View Your Calendar
- How To Navigate In The Calendar

Scheduling Holidays, Appointments & Events

Managing and Organizing Activities

Sharing Calendars

Scheduling and Managing Meeting Requests

WORKING WITH TASKS

Creating and Updating Tasks

- How to Create a Task
- How to Create a To-Do Item from a Contact
- How to Create a Task in the Daily Task List in Calendar
- How to Open, Update and Prioritize a Task

Managing and Organizing Tasks

- How to View, Sort and Organize Tasks
- How to Assign a Task
- How to Accept/Decline an Assigned Task
- How to Share Task Information with Others

WORKING WITH NOTES AND THE JOURNAL

Creating, Organizing and Modifying Notes

- How to Record Journal Entries
- How to Change the Journal View
- How to Open and Modify a Journal Entry

ADVANCED EMAIL FEATURES

Using the Out of Office Assistant and Rules

Reducing Junk E-mail and SPAM

Working with Stationery

Working with Voting

Creating a Signature

Importing and Exporting Outlook Information

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