

## Outlook 2016 - Introduction and Basics

The Outlook 2016 - Introduction and Basics course covers topics included in the Microsoft Office Specialist (MOS) exam. You will learn about screen components, Outlook folders and how to navigate between them. You will also use message tools, work with messages and modify Outlook options.

The estimated time to complete this course is 3 hours and 22 minutes.

### Introducing Outlook 2016

#### Screen Components

- Microsoft Outlook
- Starting Outlook
- Outlook Screen
- Title Bar
- Backstage View
- Ribbons
- Dialog Box Launchers
- Quick Access Toolbar
- Status Bar
- Folder Pane
- Content Pane
- Reading Pane
- Search Folders
- Removing Search Folders

#### Navigating in Outlook

- Mail Folder
- Displaying the Calendar
- Displaying People
- Displaying Tasks
- Reading Pane Options
- Button Previews
- Displaying Notes
- Displaying Default Folders
- Displaying Shortcuts
- Managing Shortcuts
- Navigation Options

### Outlook Folders

#### Folder Overview


- Outlook Folders
- Inbox
- Calendar
- Planning Meetings
- Using People
- People Views
- Tasks
- Journal
- Outlook Notes
- Deleted Items

If you require any further information please contact NYES:

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## Outlook Environment

### Outlook Options

- Outlook Options
- Backstage View
- General Options
- Mail Options
- Calendar Options
- Tasks Options
- People Options
- Search Options
- Language Options
- Advanced Options
- Customize Ribbon Options

### Message Tools

- Message Flags
- Applying Flags
- Adding Reminders
- Reminders Window
- Removing Reminders
- Clearing Flags
- Flag Complete
- Assigning Categories
- Creating New Categories
- Creating New Messages
- Message Importance
- Message Properties
- Message Sensitivity
- Adding Categories to Messages
- Changing Read/Unread Status

## Working with Messages

- Viewing Messages
- Opening Messages
- Message Header
- Closing Messages
- Reading Pane Options
- Adjusting Column Widths
- Opening Attached Files
- Using Hyperlinks
- Deleting Messages
- Modifying Column Headings

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