

## Outlook 2016 - Messages and Formatting

The Outlook 2016 - Messages and Formatting course covers topics included in the Microsoft Office Specialist (MOS) exam. You will learn how to create, format and respond to messages. You will also use stationary, templates, styles, themes, set delivery options and add new accounts.

The estimated time to complete this course is 2 hours and 56 minutes.

### Creating, Sending and Responding

#### Creating Messages

- Inbox
- Inbox Item Indicators
- Creating Messages
- Addressing Messages
- Adding Message Subject
- Entering Message Text
- Saving Draft Messages
- Opening Draft Messages

#### Formatting and Sending

- Opening Draft Messages
- Formatting Messages
- Using the Font Box
- Changing Message Format
- Changing the Default Format
- Message Attachments
- Attaching Outlook Items
- Attaching Files
- Sending Messages
- Sent Items Folder
- Returning to the Inbox

#### Responding to Messages

- Replying to Messages
- Reply All
- Forwarding Messages
- Checking Names
- Closing Messages
- Forwarding Attachments

### Stationery, Templates and Styles

#### Stationery and Templates

- Message Formats and Stationery
- Selecting Themes and Stationery
- Stationery for Single Messages
- Default Stationery
- Creating Templates
- Inserting Images
- Formatting Images
- Adding Hyperlinks
- Inserting Horizontal Lines
- Saving As Templates
- Closing Templates
- Using Templates

If you require any further information please contact NYES:

T: 01609 533222

E: [nyes@northyorks.gov.uk](mailto:nyes@northyorks.gov.uk)

[www.nyeducationsservices.co.uk](http://www.nyeducationsservices.co.uk)

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## Creating Styles and Themes

- Styles
- Applying Styles
- Choosing Style Sets
- Changing Colour Schemes
- Changing Font Schemes
- Changing Paragraph Spacing
- Creating Custom Styles
- Applying Themes
- Saving Custom Themes

## Accounts and Delivery Options

### Multiple Accounts and Delivery Options


- Multiple E-mail Accounts
- Creating New E-mail Accounts
- Choosing the Sender Account
- Nominating the Sent Items Folder
- Showing and Hiding the Bcc Field
- Request Read Receipts
- Message Delivery Options
- Using Voting Buttons
- Removing E-mail Accounts

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