

Outlook 2016 - Calendar and Other Folders

The Outlook 2016 - Calendar and Other Folders course covers topics included in the Microsoft Office Specialist (MOS) exam. You will learn how to add appointments, meetings, events, delegates and share the Calendar. You will also use the Tasks List, Notes and the Journal.

The estimated time to complete this course is 4 hours and 7 minutes.

Using the Calendar

Entering Basic Appointments

- Calendar
- Appointment Book Views
- Month View
- Work Week View
- Week View
- Day View
- Date Navigator
- Entering Appointments
- Appointment Form
- Inviting Attendees
- Tracking Meeting Responses

Other Types of Appointments

- Recurring Appointments
- Attaching Files
- Viewing Recurring Appointments
- Assigning Categories
- Private Appointments
- Editing Appointments
- Appointment Status
- Tentative Appointments
- Opening the Scheduler
- Closing Appointment Forms

Scheduling Meetings

- Scheduling Meetings
- Inviting Attendees
- Scheduling Resources
- All Attendees Schedules
- Changing Meeting Times
- AutoPick Meeting Times
- Setting Response Options
- Using Room Finder
- Cancelling Invitations
- Sending Meeting Requests
- Updating Meeting Requests
- Cancelling Meetings
- Responding to Meeting Requests
- Proposing New Time
- Meeting Responses
- Reply with Meeting

Adding Events

- Adding Events
- Go To Date
- Viewing Events
- Forwarding Events
- Setting Item Importance
- Printing Events
- Adding Recurring Events
- Editing and Deleting Events

If you require any further information please contact NYES:

T: 01609 533222

E: nyes@northyorks.gov.uk

www.nyeducationsservices.co.uk

 [@nyedservices](https://twitter.com/nyedservices)

Sharing and Managing Calendars

- Sharing Calendars via E-mail
- Setting Calendar Options
- Setting Work Times
- Adding Holiday Sets
- Calendar Time Zones
- Modifying the Weather Display
- Viewing Added Holidays
- Creating New Calendars
- Using Multiple Calendars
- Overlaying Calendars
- Creating Calendar Groups
- Deleting Calendar Groups
- Deleting Calendars

Delegates

- Adding Delegates
- Granting Delegate Permissions
- Responding as a Delegate
- Opening Other Users Inbox
- Replying to Messages
- Opening Other Users Calendar
- Viewing Multiple Calendars
- Sending Replies

Other Folders

Creating and Managing Tasks

- Tasks List
- Adding Tasks
- Assigning Categories
- Start and End Dates
- Setting Reminders
- Modifying Reminders
- Working with Existing Tasks
- Overdue Tasks
- Marking Tasks as Complete
- Deleting Tasks
- Views and Filters
- Sorting Tasks
- Editing or Updating Tasks
- Copying and Moving Tasks

Using Notes

- Notes
- Creating Notes
- Assigning Categories
- Editing Notes
- Deleting Notes
- Notes Views
- Displaying Notes Folders
- Creating Folder Groups
- Creating Folders

The Journal


- Using the Journal
- Creating Journal Entries
- Journal Entry Types
- Recording Items in the Journal
- Recording Phone Calls
- Copying Items to the Journal
- Editing Journal Entries

If you require any further information please contact NYES:

T: 01609 533222

E: nyes@northyorks.gov.uk

www.nyeducationsservices.co.uk

 @nyedservices