

Outlook 2016 - Auto Features and OneNote

The Outlook 2016 - Auto Features and OneNote course covers topics included in the Microsoft Office Specialist (MOS) exam 77-731. You will learn how to use rules, message recall and set up automated replies. You will also learn advanced Find features and use OneNote with Outlook.

The estimated time to complete this course is 2 hours and 28 minutes.

Outlook Auto Features

Rules

- What are Rules
- Creating Rules
- Running Rules
- Rules for Sent Messages
- Deleting Rules

Recall and Automatic Replies

- Recalling Messages
- Tracking Recalled Messages
- Creating Automatic Replies
- Rules for Automatic Replies

Quick Steps

- Using Quick Steps
- Creating Quick Steps
- Running Quick Steps

Searching in Outlook

Advanced Find


- Advanced Find
- Modifying the QAT
- Finding Contacts
- Finding Appointments
- Finding Messages

If you require any further information please contact NYES:

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Using OneNote

OneNote


- OneNote
- Creating Meetings
- Using OneNote
- Creating New Notebooks
- Adding Notes
- Marking Notes as Outlook Tasks
- Marking Notes as Questions
- Creating New Tags
- Attaching Files to Notes
- Inserting Screen Clips
- Adding Drawn Items
- Adding Shapes
- Recording Video
- Sharing Notebooks

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