Microsoft Outlook 2016, Part 1 of 2: Email and Contacts

Meet the expert: Sondra Nelson is a Microsoft Certified Trainer and has been teaching Microsoft Office for over 15 years. She has teaching and consulting experience with high school students, college students and corporate employees.

Prerequisites: No prerequisites are required. Knowledge of outlook and email clients will be helpful.

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Course description: In this course, we will be working with Microsoft Outlook and exploring how to set up different kinds of email accounts, managing contacts, creating and sending email messages, formatting email messages, and using tasks and notes. We will be going over topics such as setting up exchange, Hotmail and Gmail email accounts; creating contacts, groups and adding identifying information to them, creating and sending email messages to contacts or groups, adding a professional look to email messages and how to use tools to track tasks by date and create reminders with notes.

Course outline:

Setting up an Email Account
- Introduction
- Setting up an Email Account
- Add Email Accounts: Hotmail.com
- Demo: Add Hotmail.com Address
- Add Email Accounts: Outlook 365
- Demo: Add Office 365 Account
- Add Email Accounts: Gmail.com
- Demo: Add Gmail Account
- Summary

Managing Contacts
- Introduction
- Managing Contacts
- Create and Edit Contacts
- Demo: Add Contacts
- Edit Contacts
- Demo: Edit Contacts
- Working with Contacts
- Demo: Working with Contacts
- Share Contacts
- Demo: Share Contacts
- Using Contact Groups
- Demo: Contact Groups
- Sending an Email Using a Contact Group
- Demo: Use Contact Groups
- Summary

Create and Send Email
- Introduction
- Create and Send Email Messages
- Create a New Email Message
- Demo: Create Email
- Save a Draft Message
- Demo: Save a Draft
- Checking Spelling and Grammar
- Demo: Check Spelling and Grammar
- Sending Email Messages
- Summary

Formatting Email
- Introduction
- Formatting Email Messages
- Demo: Format Email Content
- Add a Signature
- Demo: Add Signature
- Summary

Using the Calendar
- Introduction
- Using Tasks and Notes
- Create Tasks
- Demo: Create Task
- Create Notes
- Demo: Create Note
- Using the Calendar
- Create Appointments
- Schedule Meetings
- Demo: Schedule Meeting
- Summary