

Information Technology and Computer Skills Training

OUTLOOK 2016: BASIC MAIL AND CALENDAR TIPS (Virtual Lecture)

Where: Your Computer Desktop

Time: 9:00 a.m. - 10:00 a.m.

Investment: \$50.00

NOTE: This class is a Distance Learning Class to be taken at your workstation.
This is not a hands-on class.

Course Content

GETTING STARTED

- What's New In Microsoft Office Outlook 2016
- Getting Familiar With The Outlook 2016 Screen
- How To Use The Help Contents
- How To Get Help From Office Online

USING ELECTRONIC MAIL (E-MAIL)

Creating And Sending E-mail Messages

- How To Address An Email Message By Selecting A Name
- How To Select Names Using The AutoComplete Feature
- How To Write The Text Of A Message
- How To Save And Open An Unfinished Message
- How To Edit And Format A Message
- How To Send A Message

Receiving And Reading Messages

- How To Mark A Message As Read Or Unread
- How To Reply To A Message
- How To Forward A Message
- How To Print A Message
- How To Delete A Message
- How To Retrieve A Deleted Message

WORKING WITH THE CALENDAR

- Understanding The New Interface
- How To View Your Calendar
- How To Navigate In The Calendar
- Scheduling Holidays, Appointments, Meetings and Events

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