

Information Technology and Computer Skills Training

OUTLOOK 2016: INTRODUCTION

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$125.00

Course Content

GETTING STARTED

- Starting & Closing Outlook 2016
- Getting Familiar with the Outlook 2016 Screen
- Getting Help
- Using the Navigation Pane

USING ELECTRONIC MAIL (E-MAIL)

- Creating and Sending E-Mail Messages
- Receiving & Reading Messages
- Working with Attachments
- Flagging Messages & Color Categories

MANAGING EMAIL MESSAGES

- Arranging and Finding Messages
- Organizing Messages in Folder

WORKING WITH CONTACTS

- Creating Contacts Information
- Finding & Organizing Information in Contacts

WORKING WITH THE CALENDAR

- Understanding the New Interface
- Scheduling Appointments & Events
- Scheduling & Managing Meetings

WORKING WITH TASKS

- Creating and updating tasks

WORKING WITH NOTES

- Creating and organizing notes

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