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Seminar – Outlook 2016

Course Length: 90 minute seminar

Overview: The skills and knowledge acquired in this course are sufficient to be able to manage email, schedule appointments, and keep track of contact information.

Skills Gained: On completion of this course students should be able to:

- Personalise and make changes to the user interface in Outlook 2016
- Work with many of the new features of Outlook 2016
- Work with the new People Card and Calendar features in Outlook 2016

Key Topics: Outlook 2016 Interface
- Tabs
- Ribbons
- Navigation Bar
- Status Bar
- Backstage View

Outlook 2016 Features
- Inline Messages
- Quick Command Actions
- Peek
- Preview Messages
- People Card
- Calendar Weather Report
- Time Indicator

Target Audience: This course is designed for users who have a general experience with using email, calendaring, and contacts management and need to know how to get up and running quickly and efficiently using the new Microsoft Outlook 2016.

Prerequisites: This course assumes little or no knowledge of earlier versions of Microsoft Outlook or of Microsoft Outlook 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

We can also deliver and customise these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.