PRODUCT INFORMATION

WBT OUTLOOK 2016

WHAT DOES THIS COURSE OFFER YOU?

This course provides deep knowledge about the correct use of Microsoft Outlook 2016. The individual functions are explained on the basis of Video Nuggets and deepened by exercises. Prerequisites for successful learning are basic knowledge in the use of Microsoft Office.

Learning time: 7,5 hours
Languages: English, German, Chinese
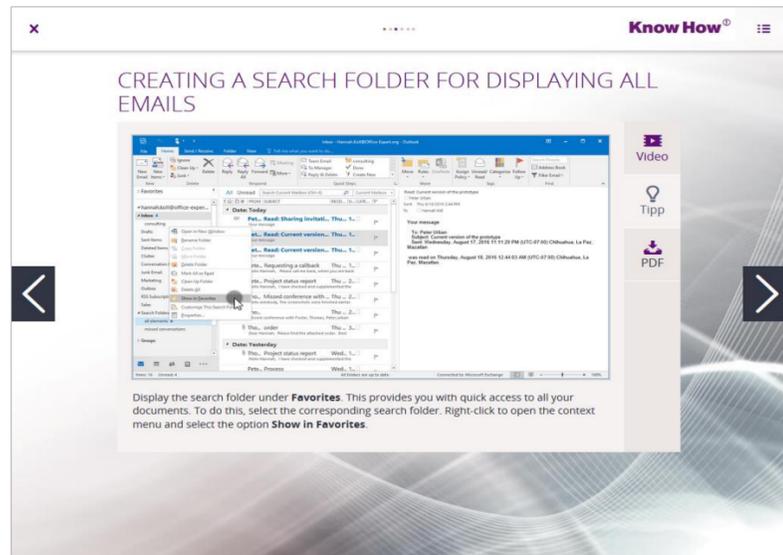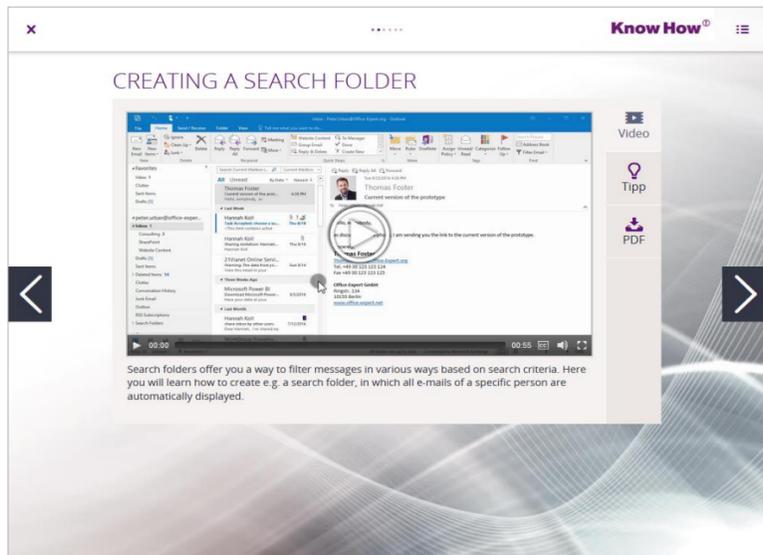
Summary

Chapter	Section	Nuggets
Email basics	Writing emails	Creating an email
		Replying to an email
		Forwarding emails
		Always requesting a read receipt
		Prioritizing emails
		Resending emails
		Recalling emails
		Writing an email on behalf of another person
	Printing emails	Printing emails
		Printing part of an email
		Quick Printing emails
	Attachments	Attaching a file to an email
		Attaching Outlook items as an attachment
		Opening the Attachment Tools
		Saving attachments
		Edititng email attachments
	Inserting items	Inserting text
		Inserting graphics
		Linking text
		Inserting hyperlinks
		Creating a signature
		Inserting a signature
Email views	Views	The people pane
		Opening and closing the people pane
		Using the reading pane
		Message preview
		Expanding and collapsing groups
		Enlarging the font in the view
		Showing appointments in the inbox
	Using the conversation view	Showing emails as conversations
		Configuration options for the conversation view
		Cleaning up a conversation
Organizing emails	Structuring	Marking emails as read or unread
		Sorting emails
		Filtering emails
		Marking emails for follow up
		Conditional formatting of Outlook items
	Deleting and archiving	Restoring deleted emails
		Saving emails in an archive file
		Opening an existing archive

	Rules	Creating rules
		The Rules Wizard
		Creating a rule from an email
		Creating a rule for meeting responses
	Using Quick Steps	Configuring Quick Steps
		Creating Quick Steps with multiple steps
		Managing Quick Steps
		Editing existing Quick Steps
	Working with folders	Creating new folders
		Moving emails to a folder
		Marking a folder as a favorite
		Refreshing mail folders
		Archiving folders
		Delete folder
	Working with categories	Creating a new categorie
		Categorizing emails
		Modifying an existing category
		Deleting a categorie
		Filtering emails by category
		Marking emails for follow up
Searching email	Simple search	Instant Search
		Searching for emails from a person
		Searching for emails with a specific subject
		Searching using Advanced search
		Searching emails flagged for follow up
	Serach folders	Creating aSearch folder
		Creating a search folder for displaying all emails
		Deleting search folders
Email options	Automatic replies while absent (out of office)	Configuring an out-of-office message
		Modifying an out-of-office message
		Deactivate automatic replies
		Writing an email to an absent person
		Creating rules for automatic replies
	Settings	Outlook options
		Configuring options for receiving messages
		Setting a profile picture
Calendar and scheduling	Views and general information	Creating a calendar
		Creating a new calendar group
		Navigating throught the calendar
		Printing a calendar
		Switching off reminders for appointments
		Leaving invitations in the mailbox after accepting appointments
	Basic scheduling	Creating an all day event
		Creating multi-day appointments
		Creating an appointment series
		Defining a recurrence pattern for appointments
		Appointment with file attachment
		Creating a new meeting
	Booking appointments effectively	Using the Scheduling Assistant
		Using the schedule view
		Adding or changing a meeting room
	Moving appointments and meetings	Moving a calendar entry
		Moving an appointment via drag and drop
		Proposing a different time for an appointment
		Deleting an appointment
		Cancelling a meeting
	Advanced calendar functions	Creating a Quick Step for a meeting
		Using a Quick Step and scheduling an appointment
		Converting an appointment into a meeting
		Configuring response options for a meeting
		Viewing the status of the replies
		Copying status responses to an Excel file
		Sending a calendar
Tasks	Working with tasks	Finding and displaying tasks
		Displaying tasks in the task list
		Creating a new task
		Defining the due date, status and priority of a task
		Converting an email into a task
		Sending a OneNote task to Outlook
		Sending a task to OneNote
	Collaboration	Assigning tasks
		Showing assigned tasks
		Accept or reject delegated task
		Notification upon acceptance of a delegated task
		Adding a metadata column with status
		Viewing the status of a delegated task

People	Creating and managing contacts	Finding a contact
		Creating a new contact
		Adding a birthday to a contact
		Adding a sender to your contacts
		Forwarding contacts
	Contact groups	Creating a contact group
		Editing a contact group
		Adding members to a contact group
Interaction between programs	Outlook and OneNote	Inserting an email into a OneNote notebook
		Creating meeting notes as organizer
		Creating your own notes for an appointment
	Using Skype from Outlook	Opening Skype for Business via Outlook
		Starting an IM chat from an email
		Sending an IM logo to OneNote
	Planning and starting a Skype meeting	Planing an online meeting
		Converting an appointment into a Skype meeting
		cReating a Skype meeting from the schedule view
		Controlling access to an online meeting
		Assigning another person as presenter
		Moving a meeting to a virtual room
		Muting attendees in the options
Outlook special knowledge	Managing email permissions	Setting a delegate
		Making the mailbox visible
		Sharing Outlook folders
		Opening a shared mailbox
		Integrating a mailbox with shared folders
		Removing a delegate
	Managing calendar permissions	Sharing a calendar
		Assigning calendar permissions
		Opening a shared calendar from an email
		Opening shared calendars via the ribbon
		Removing calendars
	Clutter	Activating Clutter
		Using Clutter
		Deactivating Clutter
Using Outlook while travelling	Using Outlook Web Access	Opening Outlook Exchange in a browser
		Opening a Shared Calendar using the browser
		Open Shared Mailbox using browser
	Setting up Outlook on a smartphone	Setting up an Exchange Account on iOS
		Setting up an Exchange Account on Android
		Setting up an Exchange Account on Windows
11 Chapters	**33 Sections**	**157 Nuggets**