

Microsoft Office Outlook 2016 / 35: Part 1

Lesson 1: Getting Started with Outlook 2016

- A: Navigate the Outlook Interface
- B: Work with Messages
- C: Access Outlook Help

Lesson 2: Formatting Messages

- A: Add Message Recipients
- B: Check Spelling and Grammar
- C: Format Message Content

Lesson 3: Working with Attachments and Illustrations

- A: Attach Files and Items
- B: Add Illustrations to Messages
- C: Manage Automatic Message Content

Lesson 4: Customizing Message Options

- A: Customize Reading Options
- B: Track Messages
- C: Recall and Resend Messages

Lesson 5: Organizing Messages

- A: Mark Messages
- B: Organize Messages Using Folders

Lesson 6: Managing Your Contacts

A: Create and Edit Contacts

B: View and Print Contacts

Lesson 7: Working with the Calendar

A: View the Calendar

B: Create Appointments

C: Schedule Meetings

D: Print the Calendar

Lesson 8: Working with Tasks and Notes

A: Create Tasks

B: Create Notes