

# Microsoft Outlook 2016 - Introduction



Code INF 1625  
Table of Contents

---

## **Email Concepts**

How Email Works  
Email Addresses  
The Benefits of Email  
Email Etiquette  
Emails and Viruses  
Digital Signatures

## **Getting Started With Outlook**

Understanding Outlook 2016  
Starting Outlook From the Desktop  
Common Outlook 2016 Screen Elements  
Using the Ribbon  
Using Ribbon KeyTips  
Showing and Collapsing the Ribbon  
Understanding the Backstage View  
Accessing the Backstage View  
Understanding the Quick Access  
Toolbar  
Adding Commands to the QAT  
Navigating to Outlook Features  
Sneaking a Peek  
The Folder Pane  
The to Do Bar  
The Mail Screen  
The Calendar Screen  
The People Screen  
The Tasks Screen  
The Notes Screen  
The Outlook Today Screen  
Changing the Office Theme  
Exiting Outlook

## **Sending Email**

Email in Outlook  
How Outlook Mail Works  
Composing an Email Message  
The Message Window  
Creating a New Message  
Checking the Spelling  
Adding an Attachment to a Message  
Adding Importance  
Requesting Message Receipts  
Sending the Message  
Creating an AutoSignature  
Using an AutoSignature  
Removing an AutoSignature  
Sending a Courtesy Copy  
Sending a Blind Copy

## **Receiving Email**

Understanding the Inbox  
Retrieving Email

Opening an Outlook Data File  
Adjusting the Message View  
Previewing Messages  
Arranging Messages  
Reading Messages  
Opening Several Messages  
Understanding Conversation View  
Navigating Messages in a Conversation  
Replying to a Message  
Replying to a Message in a Conversation  
Replying to All Messages  
Replying Without the Original Message  
Adding Comments to Replies  
Getting Replies Sent to Another Address  
Forwarding Messages  
Finding Related Messages  
Ignoring Conversations  
Marking Messages as Unread  
Understanding Clutter

## **Working With Attachments**

Understanding File Attachments  
Inserting a File Attachment  
Attaching Other Outlook Items  
Previewing Attachments  
Saving a File Attachment  
Opening a File Attachment

## **Flagging Messages**

About Flags and Reminders  
Flagging Messages in the Message List  
Sending a Message With a Flag  
Adding a Reminder to Your Messages  
Changing the Default Quick Click Flag  
Removing a Flag

## **Junk Email**

Spamming and Junk Email  
Phishing and Junk Email  
Understanding Junk Email Options  
Marking Messages as Junk Mail  
Marking Messages as Safe  
Managing the Senders Lists  
Importing a Blocked Senders List  
Exporting a Blocked Senders List

Deleting Junk Email

## **Working With the Calendar**

Accessing the Calendar  
Changing the Calendar Arrangement  
Displaying Specific Dates  
Navigating Within a Calendar  
Changing the Current View  
Creating a Second Time Zone  
Removing a Time Zone  
Creating a New Calendar  
Working With Multiple Calendars  
Deleting a Calendar  
Sharing Calendars  
Understanding the Weather Bar

## **People**

Understanding People View  
Understanding the Contact Form  
Viewing Your Contacts  
Creating a New Contact  
Entering Contact Details  
Editing Contact Details  
Inserting a Contact Picture  
Adding Contacts to an Existing Company  
Printing Contact Details  
Deleting an Unwanted Contact  
Recovering a Deleted Contact

## **Tasks**

Tasks and the To-Do List  
Creating Tasks  
Changing Task Views  
Sorting Tasks  
Working With Tasks  
Deleting Tasks  
Printing a Task List

## **Getting Help**

Understanding How Help Works  
Using Tell Me  
Accessing the Help Window  
Navigating the Help Window  
Using Google to Get Help  
Using Smart Lookup  
Printing a Help Topic