



Information Technology

## MS Office Outlook 2016 (Basic+Advanced)

## Course Introduction

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While you receive and send out hundreds of emails every day at work, managing your Outlook well becomes not only necessary but also requirement to be effective at work. This training course is designed to provide participants with the basic and advanced techniques needed to utilize effectively MS Office Outlook 2016. This course will introduce to participants the 2016 interface and allow them to quickly working with messages, calendars, and contacts.

## Target Audience

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- Cloud Computing Engineer
- Computer Network Specialist
- Computer Support Specialist
- Database Administrator
- Information Technology Analyst
- Information Technology Leadership
- Information Security Specialist
- Software/Application Developer
- Web Developer
- Technology sales consultant

## Learning Objectives

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- Be familiar with the new features in Outlook 2016.
- Work with the Ribbon, Tabs, Groups, and Commands and the Backstage View.
- Set up and work on multiple accounts and messages.
- Arrange calendars and schedule appointments and meetings.
- Organize, add, delete, import, and print contact.

- Navigate ways of working with tasks and notes.
- Learn how to insert and customize signatures and themes.
- Manage the inbox including filtering, creating search folders, and archiving.
- Use the Tell Me feature and other new features in 2016

## Course Outline

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### • Day 01

#### **Introduction to MS Office Outlook 2016 (Basic)**

- The Outlook 2016 Interface
- Performing Popular Tasks in Outlook 2016
- Working with Messages
- Working with the Calendar

### • Day 02

#### **Introduction to MS Office Outlook 2016 (Basic)**

- Organizing Contacts
- New Features in Outlook 2016

### • Day 03

#### **MS Office Outlook 2016 (Advanced)**

- Working with Tasks and Notes

### • Day 04

#### **MS Office Outlook 2016 (Advanced)**

- Using Signature and Themes

### • Day 05

#### **Managing Your Inbox**

- Working with Multiple Email Accounts
- New Features in Outlook 2016

# Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 30, 2025	July 4, 2025	5 days	4250.00 \$	UAE - Dubai
Sept. 29, 2025	Oct. 3, 2025	5 days	4950.00 \$	Singapore - Singapore
Sept. 1, 2025	Sept. 5, 2025	5 days	4250.00 \$	UAE - Dubai