OUT16 - MS Outlook 2016

Microsoft - Outlook - Office

Durata:	Lingue:	Certificazione:
1 Giorno	**Italiano**	**-**

Descrizione del corso

The aim of the course is to enable participants to manage Microsoft Outlook specific tools and e-mails, both for personal and business purposes, by using shared instruments.

Programma

1. Emails
• Creating and sending a new message
• Saving a message without sending it
• The to, cc, bcc fields
• Reply, reply all and forward
• Attaching a file
• Printing an email
• Selecting one or more accounts
2. Managing emails
• Creating new folders
• Searching the mailbox
• Sorting emails in a folder
• Organizing emails using colors
• Creating rules
• Using flags
3. The address book
• Adding, editing and deleting contacts in Outlook address book
• Adding attached files to a contact

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• Creating the business card of a contact

4. The calendar

• Adding, editing and deleting appointments
• Setting reminders
• Using the time zone
• Setting recurring appointmets

5. The tasks

• Creating, editing and deleting a task
• Structuring a task
• Assigning people to tasks
• Sending a task to a contact