



Microsoft®

Outlook 2016 Basic

Learn the Outlook 2016 basics: Navigate your inbox; format emails; schedule meetings; share your calendar; create contact groups; and more.

The Fundamentals

1.1 Navigate Outlook

Navigate Outlook
Customize the Navigation Bar

1.2 Search

Search
Refine Search Results

1.3 Delete and Restore Items

Delete an Item
Restore an Item

1.4 Use the View Tab

Change Views
The Folder Pane
The Reading Pane
The To-Do Bar
The People Pane

1.5 The Quick Access Toolbar

Use the Quick Access Toolbar
Add a Button to the Quick Access Toolbar
Remove a Button from the Quick Access Toolbar

1.6 Print

1.7 Help

The Tell Me Field
The Help Window

Mail

2.1 Compose Email

2.2 Retrieve and Read Email

The Reading Pane
Open an Email Window
Pictures and Download Settings
Read and Unread Email

2.3 Reply and Forward

- Reply to an Email
- Forward an Email

2.4 Format Email

- Change Message Format
- Format Message Text
- Remove Message Formatting

2.5 Work with Attachments

- Add Attachments
- Preview Attachments
- Open Attachments
- Save Attachments
- Remove Attachments

2.6 Work with Pictures

- Insert a Picture
- Format a Picture

2.7 Work with Hyperlinks

2.8 Check Spelling and Grammar

- Use AutoCorrect
- Spelling and Grammar Errors
- Correct a Spelling or Grammar Error
- Ignore a Spelling or Grammar Error
- Add a Word to the Dictionary
- Change Spelling Options

2.9 Drafts and Sent Items

- Save a Draft
- Open a Draft
- Sent Items
- The Outbox

2.10 Deal with Junk Email

- Mark a Message as Junk
- View Junk Mail
- Mark a Message as Not Junk

2.11 Conversations

- Turn On Conversation View
- Expand a Conversation
- Optimize Conversation View
- Ignore a Conversation

People

2.12 Sort Email

- Sort by Read Status
- Sort
- Advanced Sort

2.13 Signatures

- Create a Signature
- Enter a Signature Manually
- Set Signature Defaults

2.14 Send Automatic Replies

2.15 Email Options

3.1 Add Contacts

- Add a New Contact
- Add a Contact from the Address Book
- Add a Contact from an Email

3.2 Import Contacts

3.3 Use the Address Book

- View the Address Book
- Address Book Actions

3.4 View and Search Contacts

- View the People Pane
- View the Contact
- Change How Contacts are Listed
- Search Contacts

3.5 Edit and Delete Contacts

- Edit a Contact
- Delete a Contact

3.6 Tag Contacts

- Create Custom Categories
- Apply a Tag
- Search for Tags

3.7 Sort Contacts

- Sort Contacts
- Sort in Groups

3.8 Share Contacts

- Share a Single Contact
- Share All of your Contacts

Calendar Basics

3.9 Create Contact Groups

Create a Contact Group
Communicate with a Contact Group

3.10 Modify Contact Groups

Add Contacts to an Existing Contact Group
Add Notes to a Contact Group

3.11 Delete Contact Groups

Remove Contacts from a Contact Group
Delete a Contact Group

4.1 View your Calendar

4.2 Create Appointments

Create an Appointment
Categorize Appointments

4.3 Edit Appointments

Reschedule an Appointment
Edit an Appointment
Delete an Appointment

4.4 Appointment Options

4.5 Schedule Meetings

Create a New Meeting
Create a Meeting from an Email

4.6 Edit and Track Meetings

Track Responses
Edit a Meeting

4.7 Recurring Appointments

Create
Edit
Delete

4.8 Respond to Invitations

Respond from an Email
Respond from the Calendar