



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

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