



Consulting and Training | Reach New Heights

Course Name

MS Office Outlook 2016 (Basic+Advanced)

Sector Name

Information Technology

Document Type

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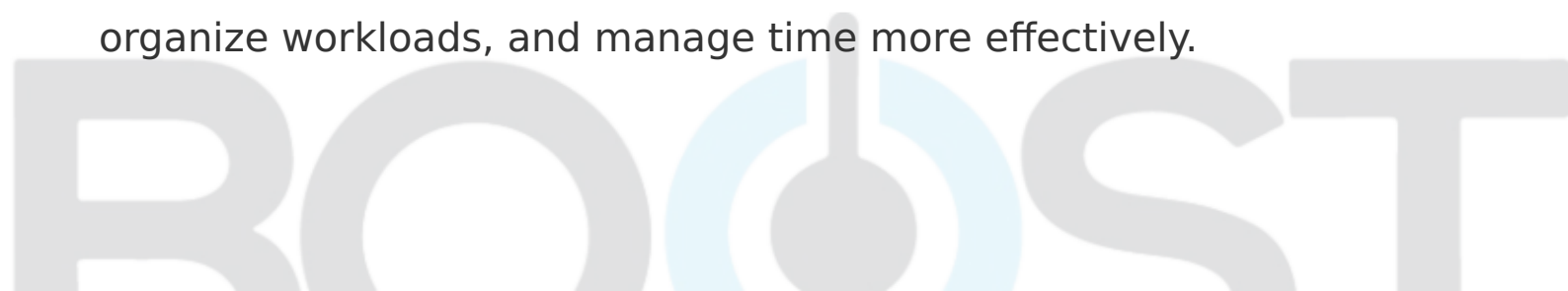
MS Office Outlook 2016 (Basic+Advanced)

Course Introduction

Microsoft Outlook 2016 is one of the most widely used tools for email management, communication, and workplace productivity in modern business environments. Many organisations rely on Outlook to manage professional email communication, schedule meetings, organize calendars, track tasks, and manage contacts, making it an essential application for efficient daily operations.

The MS Office Outlook 2016 training course is designed for both beginners and experienced professionals who want to improve their productivity and master Outlook's powerful features. Participants will start with the fundamentals of email management, including sending and receiving emails, organizing inbox folders, managing attachments, and using advanced search tools.

The course also covers more advanced features such as calendar management, meeting scheduling, task tracking, contact management, and email automation using rules and filters. These capabilities allow professionals to streamline communication, organize workloads, and manage time more effectively.



Through practical exercises and real-world scenarios, participants will learn how to use Outlook 2016 efficiently to improve communication, enhance workflow organization, and increase overall productivity in professional and corporate environments

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Target Audience

- ✓ 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

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Learning Objectives

- ✓ 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 contacts.
- ✓ 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

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Course Outline

✓ 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

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MS Office Outlook 2016 (Basic+Advanced)

Course Outline

✓ Day 02

Introduction to MS Office Outlook 2016 (Basic)

- ✓ Organizing Contacts
- ✓ New Features in Outlook 2016

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Course Outline

✓ Day 03

MS Office Outlook 2016 (Advanced)

- ✓ Working with Tasks and Notes

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MS Office Outlook 2016 (Basic+Advanced)

Course Outline

✓ Day 04

MS Office Outlook 2016 (Advanced)

- ✓ Using Signature and Themes

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MS Office Outlook 2016 (Basic+Advanced)

Course Outline

✓ Day 05

Managing Your Inbox

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

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 5, 2027	July 9, 2027	5 days	4250.00 \$	UAE , Dubai
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Sept. 13, 2027	Sept. 17, 2027	5 days	4250.00 \$	UAE , Dubai
Oct. 11, 2027	Oct. 15, 2027	5 days	4950.00 \$	Singapore , Singapore

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