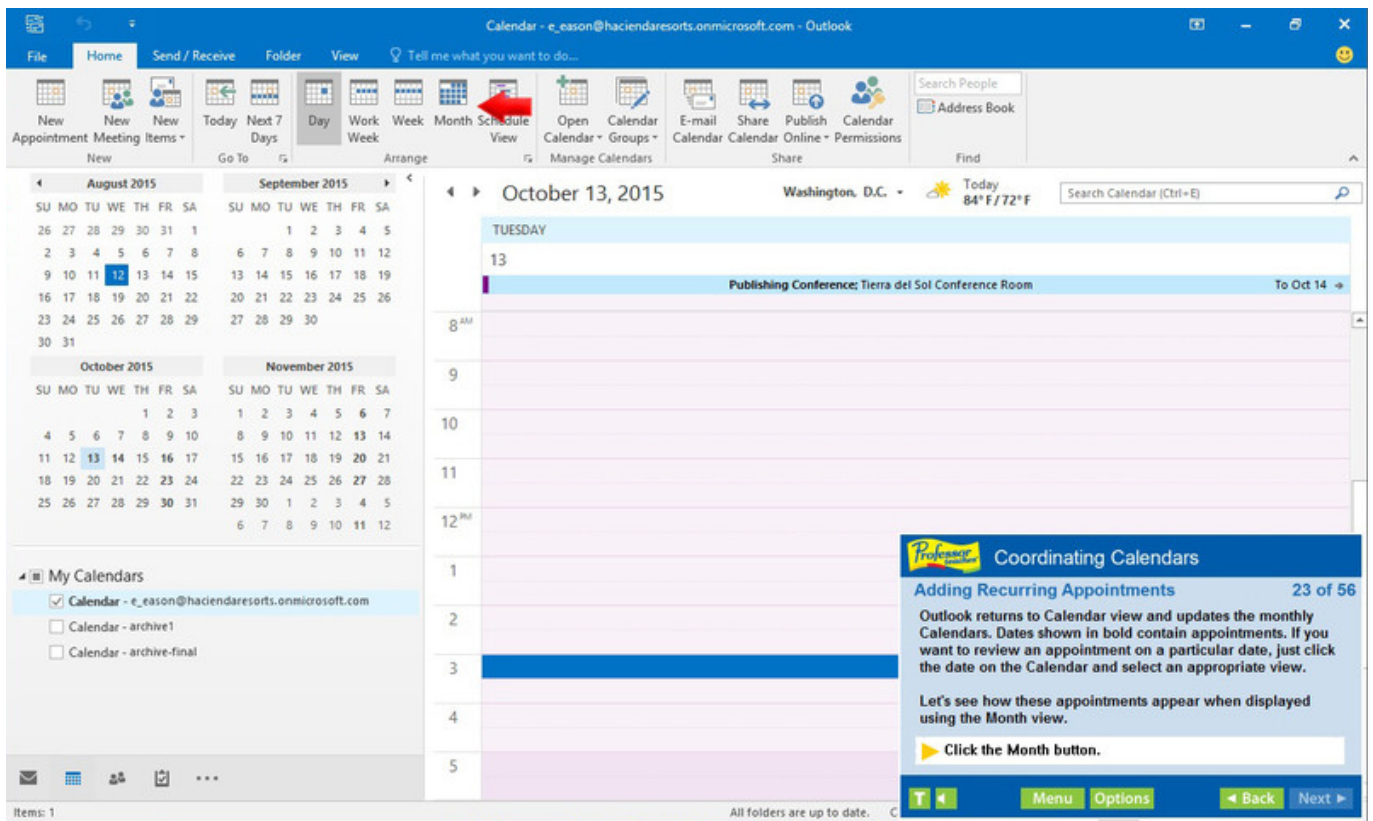


Professor Teaches Outlook 2016 Torrent Download [Torrent]



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About This Software

Professor Teaches Outlook 2016 is a computer training course designed to teach you everything you need to know about the premier e-mail program for business. Unlike other computer training that use videos to show you how to use a program, Professor Teaches provides hands-on training in a realistic simulation of the actual Outlook 2016 software.

What is Microsoft Outlook 2016?

Microsoft Outlook is an extremely popular e-mail program used by millions of people worldwide. Outlook 2016 is the latest version of the program and belongs to the Microsoft Office Suite of products. Used by professionals and students all over the world, this e-mail program promises greater e-mail organization, search, communication and social networking features.

What Are the Benefits of Learning Microsoft Outlook 2016?

- Discover how to become more effective in your communication
- Learn how to keep your calendar organized and become more time efficient
- Build stronger relationships with an organized contact list

Outlook 2016 – Over 60 Lessons!

Our extensive computer training course will cover the following topics:

- How to keep your task list up-to-date
- Learn how to use Outlook views
- How to read and reply to e-mail

-
- Plan meetings and use the journal
 - Learn how to print calendars
 - Using the Navigation Pane
 - Using multiple E-mail accounts
 - Working with folders
 - Exploring the Inbox
 - Adding an attachment
 - Adding a signature
 - Formatting messages
 - Setting delivery options
 - Modifying and Deleting Contacts
 - Creating a Contact Group
 - Using Outlook to Call a Contact
 - Coordinating Calendars
 - Scheduling Appointments
 - Responding to Meeting Requests

Features of Professor Teaches Outlook 2016
Practice in a Realistic Simulation of the Software
Hundreds of Learning Topics
4 to 8 Hours of Training per Course
Realistic Simulations
Beginner to Advanced Topics
Self-Paced Learning Objectives
Introductions and Summaries
Interactive Exercises
Professional Voice Narration
End-of-Chapter Quiz Questions
Check marks for Completed Topics
Glossary, Index, and Search
Professor Answers for Instant Training

Title: Professor Teaches Outlook 2016

Genre: Software Training

Developer:

Individual Software

Publisher:

Individual Software

Release Date: 15 Sep, 2015

a09c17d780

English

File
Tell me what you want to do...

Properties

Settings

Importance High

Sensitivity Private

Do not AutoArchive this item

Security

Change security settings for this message.

Security Settings...

Voting and Tracking options

Use voting buttons

Request a delivery receipt for this message

Request a read receipt for this message

Delivery options

Have replies sent to Select Names...

Do not deliver before None 12:00 AM

Expires after None 12:00 AM

Save copy of sent message

Contacts...

Categories None

Close

Follow Up -

High Importance

Low Importance

Office Add-ins

...t Wednesday. The official have been notified of the approximate schedule. There will be time to

The plans are almost complete. Please let me know of any **special requests** from our guests.]

Ellie Eason
Events Coordinator
Hacienda Resorts

Managing Messages
37 of 65

Setting Delivery Options

If you want to compose a message but delay sending it, you can use the Do not deliver before option in this section. Use the drop-down arrows to set a date and time after which you'd like to send the message. The message will stay in your Outbox until the time you've selected. After that, when you send a message, this message will be delivered too.

▶ Click the Do not deliver before check box.

Menu
Options
Back
Next

Inbox - e_eason@haciendaresorts.onmicrosoft.com - Outlook

File Home Send / Receive Folder View Tell me what you want to do...

Ignore Clean Up - Delete Reply Reply All Forward Meeting Move to: ? To Manager Done Create New Team Email Reply & Delete Move Rules OneNote Unread/Read Categorize Follow Up Search People Address Book Filter Email Store

Drag Your Favorite Folders Here

Search Current Mailbox (Current Mailbox)

Reply Reply All Forward Al King Ellie Eason Tue 2:33 PM

Sunday Services

Action Items

Ellie,

I have made arrangements for the entire delegation to visit the Cathedral next Sunday. Ross Helman has secured the transportation for the delegates. Also, guards will be posted at the Cathedral 24 hours in advance of our arrival.

Here is a tentative schedule:

8:00 AM	Gather in hotel lobby for a
8:30 AM	Departure for Cathedral
9:00 AM	Arrival at Cathedral
9:30 AM	Attend services
11:00 AM	Greet Cathedral staff and
12:30 PM	Luncheon at rectory
2:00 PM	Free time to visit Plaza and
5:30 PM	Meet at Cathedral for

Introduction to Outlook
Using the Navigation Pane 7 of 64

In addition to providing easy access to folders, the Navigation Pane contains buttons that launch Outlook applications. By default, when you first install Outlook, the following application buttons are visible on the Navigation Pane: Mail, Calendar, Contacts, and Tasks. The More button is next to these and gives you access to Notes, Folder List, Shortcuts, and Navigation Options.

Let's look at an overview of all the Outlook applications, beginning with the Calendar.

Click the Calendar button in the Navigation Pane.

Menu Options Back Next

Items: 8 Unread: 2 All folders are up to date.



Viewing Calendar Info



Calendar Settings




Publishing Calendar



Scheduling a Meeting



Scheduling Appointments

 **Coordinating Calendars**

Chapter Introduction 2 of 56

In this chapter, you will explore the Outlook Calendar. You will learn how to set appointments, schedule events, and publish calendar information. You will also see how to plan, schedule, and update meetings involving a group of people.

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