

# Table of Contents

## OUTLOOK 2016 CHAPTER 1:

### GETTING STARTED WITH OUTLOOK 2016

---

Introducing Outlook 2016	2
What's New in Outlook 2016	2
Outlook Elements	2
Starting Outlook	3
Navigating the Outlook Window	4
The Ribbon	4
The Folder Pane	5
Customizing Outlook	7
Personalizing the Reading Pane	7
The Quick Access Toolbar	9
Accessing Help	11
Where to Get Help	11
Using the New Tell Me What You Want to Do Feature	13
Self-Assessment	15

## OUTLOOK 2016 CHAPTER 2:

### WORKING WITH EMAIL

---

Getting Started with Outlook Email	18
Email Options	18
Types of Email Accounts	18
Adding Your Email Account	18
Email Account Settings	18
Working with Web-Based Simulations	20
Sending Messages	21
Sending to Multiple Recipients	22
Using Signatures to Save Time	25
Changing and Inserting Signatures	27
Attaching Files	27
Using Spell Check	31
Handling Incoming Messages	34
The Send/Receive Button	34
Reading Messages	35
Saving Attachments	36
Replying to and Forwarding Messages	38
Flagging Messages	42
Printing Messages	43

Organizing Messages	44
Creating Folders	44
Adding Folders to Favorites	44
A New Folder Named Clutter	45
Moving and Copying a Message to a Folder	46
Quick Steps	47
Rules	48
Sorting Messages in a Folder	51
Searching for a Message	51
Deleting Messages	52
Archiving Messages	53
Self-Assessment	55

## OUTLOOK 2016 CHAPTER 3:

### WORKING WITH PEOPLE

---

Managing People in Outlook	58
The Contacts List	58
Peek-a-Booing with People	58
Working with Contacts	60
Creating a Contact in People	60
Turning a Person Included on an Incoming Message into a Contact	61
Making a Contact a Favorite	61
Editing Contacts	63
Viewing People Cards	63
Sorting the Contacts List	65
Sending Messages to Contacts	67
Working with Contact Groups	68
Creating Contact Groups	68
Sending Messages to Groups	70
Revising a Contact Group	71
Staying Connected with People	73
The People Pane	73
Self-Assessment	76

**OUTLOOK 2016 CHAPTER 4:  
WORKING WITH THE CALENDAR**


---

Exploring the Calendar	78
Peeking into Your Calendar and Appointments	78
Day View	79
Week View and Work Week View	79
Month View	80
Schedule View	80
Changing Calendar Options	81
Working with Appointments and Meetings	82
Scheduling an Appointment	82
Editing Appointments	83
Setting a Reminder	84
Changing How Appointments Are Shown	84
Recurring Appointments	85
Editing Recurring Appointments	86
Turning an Email into an Appointment	87
Turning an Appointment into a Meeting	88
Sharing and Publishing Calendars	91
Custom Calendars	91
Sharing Your Calendar via Email	92
Publishing Your Outlook Calendar Online	93
Opening a Calendar Received via Email	94
Printing Calendars	95
Page Setup	96
Self-Assessment	97

**OUTLOOK 2016 CHAPTER 5:  
WORKING WITH NOTES, TASKS, AND  
INTEGRATION**


---

Working with Notes	100
Creating a Note	100
Notes View	100
Copying a Note onto the Desktop	101
Working with Tasks	101
Navigating Tasks	102
Taking a Peek at Tasks	102
Creating a Task	102
Editing Tasks	103
Setting a Reminder	104
Assigning Tasks	105
Accepting or Declining an Assigned Task	105
Working with the Folder List and Categories	106
The Folder List	106
Categories	107
Integrating with Word and Mobile Devices	110
Conducting a Word Mail Merge with Outlook Contacts	110
Working Seamlessly with a Mobile Device	111
Self-Assessment	113
<i>Self-Assessment Answer Key</i>	115
<i>Index</i>	117