Mandatory Training Group

Outlook 2016 Essentials

Outlook 2016 Essentials-
Online Training Course- CPDUK Accredited

CPD Corporate Member
The CPD Certification Service

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OVERVIEW

Welcome to the Mandatory Training Group's online Outlook 2016 Essentials training course. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

Learners will be able to use Outlook 2016 Essentials to enhance professional correspondence, create calendars, and schedule appointments. Learners will design and edit professional-looking email messages, maintain calendars across time zones, and schedule tasks for a variety of purposes and situations including sending an email for marketing campaigns, planning staff meetings, and assigning action items from those meetings.

Outlook 2016 Essentials – E-Learning Course — CPDUK Accredited

- Study method – Online, self-paced
- Estimated duration (Indicative CPD hours) – 4 hours
- Course format – Online (24/7 access)
- Entry requirements – no prerequisites required
- Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- Certification/Qualification – Downloadable CPD certificate
- Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- Course accreditation – CPD Certification Service (CPDUK)
- Course access – Part-time (1-year access)
- Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

Who is the course for?

This online Outlook 2016 Essentials training course is suitable for anyone who wants to improve their knowledge of Outlook 2016. These skills will enhance the learner's knowledge and employability opportunities.

This online Outlook 2016 Essentials training course can be purchased as an individual course or as part of our integrated Microsoft Office training programs and certification.

Course aims

The online Outlook 2016 Essentials training course is designed for both students who are interested in gaining a broad knowledge of the Outlook application and for experienced Outlook users who wish to undertake a refresher course.

This online Outlook 2016 Essentials training course follows the Microsoft Office Specialist (MOS) syllabus, and more, and is the ideal study guide for those wishing to gain the industry-recognised MOS certification.

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Learning outcomes

On completion of this online Outlook 2016 Essentials training course, learners will be able to use Microsoft Outlook to enhance professional correspondence, create calendars, and schedule appointments.

Learners will create and edit professional-looking email messages, maintain calendars across time zones, and schedule tasks for a variety of purposes and situations including sending an email for marketing campaigns, planning staff meetings, and assigning action items from those meetings.

What is covered in this course?

This online Outlook 2016 Essentials training course covers the following modules:

Module 1: Manage the Outlook Environment for Productivity

- Customise Settings
- Customise reply messages
- Change text formats for all outgoing messages
- Customise the Navigation Pane
- Configure reviews
- Manage multiple accounts
- Add an account
- Print and Save Information
- Print message, calendar, contact, or task information
- Save message attachments
- Preview attachments
- Save messages in alternate formats
- Export messages to a data file
- Perform Search Preparations in Outlook
- Create new search folders
- Search for items in messages, tasks, contacts, or calendars
- Search by using advanced find; search by folder

Module 2: Manage Messages

- Configure Mail Settings
- Set fonts for new messages and responses
- Create, assign, and modify signatures
- Create and manage rules
- Create automatic replies
- Create messages by using Quick Parts
- Configure Junk Email and Clutter settings
- Create Messages
- Create a message
- Add or remove message attachments
- Add cc and bcc to messages
- Add tracking and voting options
- Forward and reply to messages
- Request delivery or read receipt
- Redirect replies
- Flag outgoing messages for follow up, importance, and sensitivity
- Recall a message
- Format a Message
- Format text
- Insert hyperlinks
- Apply themes and styles
- Insert messages
- Add a signature to specific messages
- Organise and Manage Messages
- Sort messages
- Move messages between folders
- Add new local folders
- Apply categories
- Clean up messages
- Mark a message as read or unread
- Flag received messages, ignore messages
- Sort messages by conversation
- Delete messages
- Automate repetitive tasks by using Quick Steps
- Configure basic Auto Archive settings
- Delegate access

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Module 3: Manage Schedules

- Create and Manage Calendars
- Create and add calendars
- Adjust viewing details for calendars
- Modify calendar time zones
- Delete calendars
- Set calendar work times
- Manage multiple calendars
- Manage calendar groups
- Display multiple calendars
- Share calendars
- Create Appointments, Meetings, and Events
- Create calendar items
- Create recurring calendar items
- Cancel calendar items
- Create calendar items from messages
- Set calendar item times
- Set up meetings by using the scheduling assistant
- Set free or busy status for calendar items
- Schedule resources
- Set up meeting location by using Room Finder
- Organise and Manage Appointments, Meetings, and Events
- Set calendar item importance
- Forward calendar items
- Configure reminders
- Add participants
- Respond to invitations
- Update individual or recurring calendar items
- Share meeting notes
- Categorise calendar items
- Create and Manage Notes and Tasks
- Create and manage tasks
- Create and organise notes

Module 4: Manage Contacts and Groups

- Create and Manage Contacts
- Create a new contact
- Delete contacts
- Import contacts from external sources
- Edit contact information
- Attach an image to a contact
- Add tags to contacts
- Share contacts
- Create and manage address books
- Create and Manage Contact Groups
- Create new contact groups
- Add contacts to existing contact groups
- Add notes to a contact group
- Update contacts within contact groups
- Delete contact groups
- Delete contact group members

Why is this online Outlook 2016 Essentials training course relevant?

Proficiency in Microsoft Office products is increasingly important in today's competitive business environment and, whether you are currently employed or a job seeker, Microsoft Office Specialist certification proves to employers and prospective employers that you have the necessary skills to become an essential member of their team.

The online Outlook 2016 Essentials training course teaches all you need to know about the significant components of the Outlook 2016 application and is presented in modern multimedia online format.

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HOW IT WORKS

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

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ACCREDITATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines.

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WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.

Customer Testimonials

[Click Here to Buy this Course]

Civility in the Workplace Training Course for Global Executives

"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."

Nicolle Billmyre, YPO, Texas, USA

NHS City and Hackney Clinical Commissioning Group

Counter Fraud, Bribery and Corruption Training for NHS Providers

"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".

Harriet Griffiths, NHS City and Hackney CCG, London, UK

Accredited Training Courses, Programmes and Regulated Qualifications

"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".

Mansh Bhatti, Reed Courses, London, UK

Statutory and Mandatory Training for Primary Care Providers

OSD Healthcare

"When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements".

Anne Joy, OSD Healthcare, Hemel Hempstead, UK

OneHealth.co.uk

Healthcare choice for everyone

Statutory and Mandatory Training for Healthcare Providers

"All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent".

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK

edenbrown synergy

Online Training and Development for the Public Sector

"We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial."

David Sanchez, Eden Brown Synergy, London, UK

Nuffield Health

Blended Train the Trainer Courses for Healthcare Providers

"We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments".

Kate McLoughlin, Nuffield Health, Bournemouth, UK

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LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

ADDRESS
The Mandatory Training group
HDTI Building, Puma Way
Coventry University Technology Park
Coventry, United Kingdom, CV1 2TT

PHONE
+44 24 7610 0090

EMAIL
Click here to send email.

WORKING HOURS
www.mandatorytraining.co.uk

WORKING HOURS
Mon - Fri / 9:00AM - 5:00PM

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