



Mastering Microsoft Outlook 2016 - Basics

**Mastering Microsoft Outlook 2016 - Basics -
Online Training Course - CPDUK Accredited**



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OVERVIEW

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

Mastering Microsoft Outlook 2016 - Basics

Teacher - Kathy Jones

Learner - Jason Farr

This online Mastering Microsoft Outlook 2016 basics training course will teach you how to use Microsoft Outlook 2016 to be more productive to share folders and files, share mailboxes and calendar. It offers features such as webmail, calendar, contacts, personal journal and web browsing.

Mastering Microsoft Outlook 2016 - Basics – E-Learning Course — CPDUK Accredited

- ◆ Study method – Online, self-paced
- ◆ Estimated duration (Indicative CPD hours) – 375 minutes
- ◆ 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 Mastering Microsoft Outlook 2016 basics 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.

Course aims

The online Mastering Microsoft Outlook 2016 basics eLearning course is designed to help the learner:

- Realise that they can boost productivity through the way one uses Microsoft Outlook.
- Know how to manage tasks using Microsoft Outlook.

Learning objectives

On completion of this online Mastering Microsoft Outlook 2016 basics e-learning course, the learner will be able to:

- Demonstrate how to send a new email
- Identify the buttons on the ribbon
- Discuss how to add an attachment to your email
- Explain the different advanced characters and objects
- Organise messages with groups
- Find emails using the search bar.

Learning outcomes

Upon completing this online Mastering Microsoft Outlook 2016 basics training course, learners will be able to:

- Create and send email
- Make and manage contacts
- Explain how to add an attachment to their email
- Use the Calendar to manage tasks
- Create and edit tasks for effective work production
- Apply how to use Groups
- Share messages with groups.

What is covered in this course?

This online Mastering Microsoft Outlook 2016 basics training course includes the following

- Unit 1: Intro to outlook
- Unit 2: Working with email
- Unit 3: Outlook help
- Unit 4: Add message recipients
- Unit 5: Check spelling and grammar
- Unit 6: Formatting message content
- Unit 7: Attach files and items
- Unit 8: Add illustrations to messages
- Unit 9: Message styles
- Unit 10: Illustrations in messages
- Unit 11: Automatic message content
- Unit 12: Customising reading options
- Unit 13: Track messages
- Unit 14: Recall and resend
- Unit 15: Mark messages
- Unit 16: Folders
- Unit 17: Contacts
- Unit 18: Manage contacts
- Unit 19: View the calendar
- Unit 20: Create appointments
- Unit 21: Scheduling meetings - Part 1
- Unit 22: Scheduling meetings - Part 2
- Unit 23: Print the calendar
- Unit 24: Create tasks
- Unit 25: Notes
- Unit 26: Insert advanced characters and objects
- Unit 27: Inserting charts
- Unit 28: Modify message options

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- Unit 29: Configure global outlook options
- Unit 30: Customising the outlook interface
- Unit 31: Group and sort messages
- Unit 32: Filters and clutter
- Unit 33: Search outlook items
- Unit 34: Junk email filter
- Unit 35: Manage your mailbox
- Unit 36: Using automatic replies
- Unit 37: Conditional formatting
- Unit 38: Using the rules wizard
- Unit 39: Quick steps
- Unit 40: Advanced calendar options
- Unit 41: Managing additional calendars
- Unit 42: Manage meeting responses
- Unit 43: Import and export contacts
- Unit 44: Electronic business cards
- Unit 45: Forward contacts
- Unit 46: Assign and manage tasks
- Unit 47: Delegate access
- Unit 48: Sharing calendars
- Unit 49: Sharing contacts
- Unit 50: Archiving
- Unit 51: Outlook data files
- Unit 52: Data file settings.

Why is this online Mastering Microsoft Outlook 2016 - Basics training course essential?

This online Mastering Microsoft Outlook 2016 basics training course will help managers and workers gain knowledge and skills to automatically manage tasks in little time for productivity by just learning to use proper tools.

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Learn. Develop. Comply

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.

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 Continuing Professional Development (CPD) guidelines.



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Mandatory Training Group

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.



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



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

"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



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



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



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](#)

WEBSITE

www.mandatorytraining.co.uk

WORKING HOURS

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

LearnPac Systems UK Ltd T/A The Mandatory Training Group
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