



## Section 1 - Mail Basics

- Launching Outlook 2016
- Inbox
- Composing Messages
- Receiving New Mail
- Saving a Draft
- Restoring Panes and the To-Do Bar

## Section 2 - Address Book, Contacts, and Folders

- Address Book
- Creating a Contact Group
- Working with Attachments
- Managing Folders
- Setting Options
- Automatic Replies
- Help Feature
- Exit Mail

## Section 3 - Calendar Basics

- Calendar Tab
- Calendar Views
- Calendar Options
- Navigating
- Printing a Calendar
- Calendar Sharing
- New Appointment
- New Task

## Section 4 - Working with Others

- Calendar
- Groups
- Permissions
- Invitations
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## Appendix 1 - Netiquette

## Appendix 2 - Outlook 2016 Icons

## Appendix 3 - Outlook Web Access Basics

- Launching Outlook Web Access
- Inbox
- New Message Window
- Working with Attachments
- Creating a Contact Group
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- Emptying Deleted Items

## Appendix 4 - OWA Calendar Basics

- Calendar
- Creating an Appointment
- Navigating
- Repeating Events
- Scheduling Meetings
- Calendar Sharing
- Outlook Web Access Mail Icons