

Microsoft® Outlook 2016

Core Exam

Exam Objectives as stated by Microsoft
Pass rate 70% : 45 Questions in 50 minutes

Skill Sets	Exam Skill Standards
Manage the Outlook Environment for Productivity	Customize Settings <ul style="list-style-type: none"> • Customize reply messages • Change text Formats for all outgoing messages • Customize the Navigation Pane • Configure reviews • Manage multiple accounts • Add an account
	Print and Save Information <ul style="list-style-type: none"> • 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 Operations in Outlook <ul style="list-style-type: none"> • Create new search folders • Search for items in messages, tasks, contacts, or calendars • Search by using advanced find • Search by folder
Manage Messages	Configure Mail Settings <ul style="list-style-type: none"> • 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 e-mail and clutter settings
	Create Messages <ul style="list-style-type: none"> • 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 a delivery or read receipt • Redirect replies • Flag outgoing messages for follow up, importance, and sensitivity • Recall a message
	Format a Message <ul style="list-style-type: none"> • Format text • Insert hyperlinks • Apply themes and styles • Insert images • Add a signature to specific messages

Manage Messages – Cont..

Organize 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

Manage Schedules

Create and Manage Calendars

- Create and add calendars
- Adjust viewing detail 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
- Setup meetings by using the scheduling assistant
- Set free or busy status for calendar items
- Schedule resources
- Setup 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 initiations
- Update individual or recurring calendar items
- Share meeting notes
- Categorize calendar items

Create and Manage Notes and Tasks

- Create and manage tasks
- Create and organizing notes

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



Manage Contacts and Groups – Cont..

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