

## **Lesson 1: Modifying Messages and Setting Global Options**

**Topic A:** Insert Advanced Characters and Objects

**Topic B:** Modify Message Settings and Options

**Topic C:** Configure Global Outlook Options

**Topic D:** Customize the Outlook Interface

## **Lesson 2: Organizing, Searching, and Managing Messages**

**Topic A:** Group and Sort Messages

**Topic B:** Filter and Manage Messages

**Topic C:** Search Outlook Items

## **Lesson 3: Managing Your Mailbox**

**Topic A:** Use the Junk E-Mail Filter to Manage Messages

**Topic B:** Manage Your Mailbox

## **Lesson 4: Automating Message Management**

**Topic A:** Use Automatic Replies

**Topic B:** Use the Rules Wizard to Organize Messages

**Topic C:** Create and Use Quick Steps

## **Lesson 5: Working with Calendar Settings**

**Topic A:** Set Advanced Calendar Options

**Topic B:** Create and Manage Additional Calendars

**Topic C:** Manage Meeting Responses

## **Lesson 6: Managing Contacts**

**Topic A:** Import and Export Contacts

**Topic B:** Use Electronic Business Cards

**Topic C:** Forward Contacts

## **Lesson 7: Managing Activities by Using Tasks**

**Topic A:** Assign and Manage Tasks

## **Lesson 8: Sharing Workspaces with Others**

**Topic A:** Delegate Access to Outlook Folders

**Topic B:** Share Your Calendar

**Topic C:** Share Your Contacts

## **Lesson 9: Managing Outlook Data Files**

**Topic A:** Use Archiving to Manage Mailbox Size

**Topic B:** Back Up Outlook Items

**Topic C:** Change Data File Settings

## **Appendix A: Microsoft Office Outlook 2016 Exam 77-731**

## **Appendix B: Configuring Email Message Security Settings**

## **Appendix C: Microsoft Outlook 2016 Common Keyboard Shortcuts**