

# Learn how to use Digital Devices Learning Outcomes

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## Topics

### Email Concepts

- How Email Works
- Email Addresses
- The Benefits of Email
- Email Etiquette
- Emails and Viruses

### Getting Started with Outlook

- Understanding Outlook 2016
- Starting Outlook from the Desktop
- Common Outlook 2016 Screen Elements
- Using the Ribbon
- Understanding the Backstage View
- Understanding the Quick Access Toolbar
- Navigating to Outlook Features
- Sneaking a Peek
- The Folder Pane
- The to Do Bar
- The Mail Screen
- The Calendar Screen
- The People Screen
- The Tasks Screen
- The Notes Screen
- Exiting Outlook

### Sending Email

- Email in Outlook
- How Outlook Mail Works
- Composing an Email Message
- The Message Window
- Creating a New Message
- Checking the Spelling
- Adding an Attachment to a Message
- Adding Importance
- Sending the Message
- Sending a Courtesy Copy

## Receiving Email

- Understanding the Inbox
- Retrieving Email
- Opening an Outlook Data File
- Adjusting the Message View
- Previewing Messages
- Arranging Messages
- Reading Messages
- Opening Several Messages
- Replying to a Message
- Replying to All Messages
- Getting Replies Sent to Another Address
- Forwarding Messages
- Marking Messages as Unread

## Searching

- Using Instant Search
- Expanding the Search
- Using Recent Searches
- Searching Other Outlook Items

## Appointments and Events

- Quickly Scheduling an Appointment
- Scheduling Using the Appointment Window
- Rescheduling an Appointment to Another Day
- Rescheduling an Appointment to Another Time
- Creating Recurring Appointments

## Working with Attachments

- Understanding File Attachments
- Inserting a File Attachment
- Attaching Other Outlook Items
- Previewing Attachments
- Saving a File Attachment
- Opening a File Attachment

## Working with the Calendar

- Accessing the Calendar
- Changing the Calendar Arrangement
- Displaying Specific Dates
- Navigating Within a Calendar
- Changing the Current View

- Scheduling an Event
- Scheduling Free and Busy Times
- Printing Your Calendar
- Deleting Activities

## Scheduling Meetings

- Scheduling a Meeting
- Meeting Response Options
- Responding to Meeting Requests
- Tracking Meeting Responses
- Changing a Meeting
- Adding or Removing Attendees
- Preventing Responses
- Cancelling a Meeting

## Managing Contacts

- Adding a Contact from an Email
- Pinning a Contact to Favourites
- Contacting a Contact
- Contacting a Contact from the People Peek
- Forwarding Contacts
- Creating a Contact Group
- Using a Contact Group
- Using a Partial Contact Group
- Deleting Members from a Contact Group
- Linking Contacts

## Task Requests

- How Task Requests Work
- Creating a Task Request
- Responding to a Task Request
- Completing an Assigned Task
- Viewing Updated Task Requests

## People

- Understanding People View
- Understanding the Contact Form
- Viewing Your Contacts
- Creating a New Contact
- Entering Contact Details
- Editing Contact Details
- Inserting a Contact Picture
- Adding Contacts to an Existing Company
- Printing Contact Details
- Deleting an Unwanted Contact
- Recovering a Deleted Contact

## Tasks

- Tasks and the To-Do List
- Creating Tasks
- Changing Task Views
- Sorting Tasks
- Working with Tasks
- Deleting Tasks
- Printing a Task List