

# Outlook 2016 Part 2

## **Chapter 1: Organizing Outlook**

Module A: Account management

Module B: Using folders

Module C: Categorizing items

Module D: Searching and filtering

Module E: Quick steps

## **Chapter 2: Managing your mail**

Module A: Managing junk mail

Module B: Using rules

Module C: Cleaning up your mailbox

## **Chapter 3: Advanced email settings**

Module A: Message options

Module B: Customizing message appearance

## **Chapter 4: Notes and Journal entries**

Module A: Notes

Module B: Using the Journal

## **Chapter 5: Collaboration**

Module A: Performing mail merges

Module B: Sharing items

Module C: Outlook integration