

## ***Build IT Skills via LOC Learn, Part 4, Microsoft Outlook 2016***

*Build Core Competencies via LOC Learn* continues with development tools that map virtual learning resources to the Library's core competencies. This week we begin with top rated resources for **Microsoft Outlook 2016**. We encourage you to share these learning opportunities with your employees:

<b>Online Learning Resource</b>	<b>Resource Type, Duration</b>	<b>Speaker/ Author</b>	<b>What you will learn:</b>
<a href="#">Configuring and Managing Meeting and Notes in Outlook 2016</a>	Course, 42 minutes	N/A	In this course, you will learn how to schedule and edit meetings, accept or decline meeting requests, and manage meetings. This course also covers creating and managing notes in Outlook 2016.
<a href="#">Managing Attachments, and Inserting Items and Signatures in Outlook 2016</a>	Course, 30 minutes	N/A	In this course, you will learn about working with attachments, creating and adding signatures, and inserting text options. This course also covers adding symbols to e-mail messages and printing messages in Outlook 2016.
<a href="#">Customizing and Managing Outlook 2016</a>	Course, 1 hour and 8 minutes	N/A	This course discusses options that allow you to modify, customize, and personalize Outlook. In this course, you will learn how to locate messages and items using Instant Search and Advanced Find, create search folders, add e-mail accounts, and delegate access to an account.
<a href="#">Organizing Contacts in Outlook 2016</a>	Course, 51 minutes	N/A	In this course, you will learn that creating contacts and contact groups allows you to save time by eliminating the need to type out an entire e-mail address each time you create a new message, assign new tasks, or create meeting requests.
<a href="#">Managing Conversations and Emails in Outlook 2016</a>	Course, 54 minutes	N/A	In this course, you will learn how to arrange and view messages by conversation; use the People Pane to access, sort and filter e-mail; apply color categories; apply flags; and delete and restore messages.
<a href="#">Managing Contacts, Tasks, and the Calendar in Outlook 2016</a>	Course, 44 minutes	N/A	In this course, you will learn about collaboration including sharing a calendar and using Skype meetings. The course also covers using and managing multiple calendars, sharing and managing contacts, and managing tasks in Outlook 2016.