

Outlook 2016 BETA Candidate Profile

- Participants must be a native English speaker, even if not living in an English-speaking country. The BETA exam will only be offered in English.
- Participants will have a fundamental understanding of the Outlook environment and the ability to complete tasks independently.
- Participants will know and demonstrate the correct application of the principal features of Outlook 2016.
- Participants will create and edit professional-looking e-mail messages, maintain calendars across time zones, and schedule tasks for a variety of purposes and situations.
- Participants will use Outlook 2016 to enhance professional correspondence, create calendars, and schedule appointments. Application examples include: coordinating building resources, sending messages for marketing campaigns, planning staff meetings, and assigning meeting action items.
- Participants roles may include business professionals, executive assistants, sales managers, and others.
- Participants will demonstrate a range of knowledge and skills in the following list:
 - Adds a signature
 - Configures account options
 - Manages contact groups, contacts
 - Schedules/reschedules appointments
 - Uses Bcc
 - Organizes folders/subfolders
 - Prints email
 - Applies simple rules
 - Sorts messages
 - Uses simple search
 - Saves Tasks and Notes
 - Formats message content
 - Customizes workspace (basic)
 - Uses built-in Quick Steps
 - Redirects replies
 - Categorizes messages
 - Assigns tasks
 - Uses multiple accounts
 - Modifies recurring meetings
 - Exports to a data file