



Outlook 2016 Test Topics

Add an appointment to the Calendar
Accept and update with time
Change the Calendar View
Check availability in time zone
Reserve recurring time as busy
Schedule recurring meeting
E-mail time change
E-Mail Calendar
Create a meeting reminder
E-mail to all attendees
Create Distribution List
Add sender to Contact list
Within Contacts create new e-mail
Recover Deleted Contact
Display Contacts
Delete a Contact
Assign Task in Contacts
Import Contacts from Excel
Out of office internal
Recall E-mail
Add a contact
Search for Topic
Apply Flag to E-mail
Create a new e-mail message
Forward an e-mail message
Attach a File
Add E-Mail Signature
Show Compact view
To Do List – New Task
To do list – Task List
Category
Create Note
Mark task
Filter Message by Category