



Microsoft Outlook 365

Course Description: This course is intended for participants with a basic to intermediate understanding of Microsoft Outlook. Participants will gain efficiency in using many of Outlook’s features to manage email, contacts, and calendars.

Prerequisites: A basic knowledge of and experience with Windows and Outlook. **Note: Access to the Outlook desktop app is required for this course.**

Course Presenter: Izzy Perry

Course Content:

1. Foundations

- Opening Outlook
- Outlook options
- Adding and removing accounts
- The Outlook user interface

2. Managing Emails

- Customize views
- Composing emails
- Customizing emails

3. Contacts

- Creating, editing and deleting
- Contacts
- Contact groups
- Import contacts
- Using address books

4. Calendars

- Creating appointments
- Scheduling meetings
- Customize calendar view
- Create calendars
- Sharing calendars

5. Outlook and Microsoft Teams

- Calendar
- Emails and conversations
- People
- Instant Messaging

Dates & Times *(Please Select Session Date/Time):*

Location: Online

<input type="checkbox"/>	20-Oct-2021 8:30AM to 12:00 MDT	<input type="checkbox"/>	09-Dec-2021 8:30AM to 12:00 MDT
<input type="checkbox"/>	04-Nov-2021 8:30AM to 12:00 MDT	<input type="checkbox"/>	

LCA Members: \$ 145.00 (+GST); Non-Members \$ 199.00 (+GST)

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No refunds will made after course link has been sent.