



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"/>	10-Feb-2022 8:30AM to 12:30PM MDT	<input type="checkbox"/>	10-Mar-2022 8:30AM to 12:30PM MDT
--------------------------	-----------------------------------	--------------------------	-----------------------------------

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

Company: _____

Attendee(s): _____

E-mail/Phone: _____

Payment Type: Visa ____ Mastercard ____ Cheque ____ Invoice (Members Only) ____

Credit Card Number

Expiry Date

E-mail: lloydca3@telus.net

No refunds will made after course link has been sent.