

Department of Corporate Training

Microsoft Outlook for Mac and PC

This course provides the student with skills to effectively use major components of Outlook; mail, contacts, and calendar. In this course, students will learn how to effectively use Outlook to cut down on time spent emailing as well as how to automate their work with shortcuts and useful tricks. At the end of the course, students will be able to:

- *Get Started with Outlook*
- *Perform basic functions in Outlook*
- *Modify contacts list*
- *Modify the calendar; Schedule effectively using the calendar*
- *Send, Receive, and Manage email*
- *Connect Outlook to social networks*
- *Navigate emails and create keyboard shortcuts*

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