Outlook Web App: Advanced
Outline

Summary:	In this session, you will learn the basics about using Office 365 for your email and calendar.
Intended Audience:	Staff or Faculty, who use a personal computer
Duration:	1.5 Hours

		Format:	Presentation and Hands-On Activities

Prerequisites:	*None*
Objectives:	We will cover: • Working with messages • Creating contacts and groups • Creating and managing tasks • Managing your mailbox, such as searching, archiving, and blocking junk mail
Class Information:	*For class scheduling information, please visit:* *Campus Training* *http://www.csub.edu/training/index.html*
Registration Information:	*For registration, please use the Online Registration at:* *https://pstraining.csub.edu.*
For More Information:	*Contact Tammara Sherman at 661-654-6919 or tsherman@csub.edu.*

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