

Outlook 2016 Faculty Seminar

Outline

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| Summary: | The Outlook 2016 Faculty Seminar begins with a walkthrough of commonly used mail, calendar, and address book features. The session concludes with a Q & A, where the session facilitator will address questions related to Outlook 2016. | | |
| Intended Audience: | Faculty | | |
| Duration: | 50 minutes | Format: | Demonstration and Q&A |
| Prerequisites: | None | | |
| Seminar Content: | We will cover <ul style="list-style-type: none">• Outlook Mail• Outlook Calendar• Outlook Contacts (Address Book)• Public Folders (Bulletin Boards) | | |
| Seminar Information: | For training schedule, please visit: Campus Training http://www.csub.edu/training/schedules/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@csb.edu . | | |



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