Outlook 2016
Email Tips & Tricks
Session Outline

Overall Aim:

To teach you techniques for customizing, managing, sending, and viewing your email to better keep you connected.

Intended Audience

Any CSUB Faculty, Staff, or Student worker, who has access to Office 365

Duration

Approximately 120 minutes

Format

Direct instruction, guided practice, and independent practice

Lesson Objectives

At the end of the session, the participants will be able to:

- List the type of devices you can use with Outlook
- Customize their email settings
- Manage their mail items
- View different types of mail items, including Bulletin Boards
- Send email using different options
- Create other Outlook items from their Inbox

Reflective Questions

- How can I manage my email more efficiently?
- How can Outlook help me manage my email more efficiently?

Course Information

For more information about this class, please visit the Outlook 2016 Email Tips & Tricks website:

Registration Information

To register for this class, please use the Online Registration website: http://pstraining.csub.edu

Contact Information

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