



## Outlook for PC: Advanced *Outline*

<b>Summary:</b>	In this session, you will learn about the Outlook modules, People and Tasks. Additionally, we will cover mailbox management activities.		
<b>Intended Audience:</b>	Staff or Faculty, who use a personal computer		
<b>Duration:</b>	1.5 Hours	<b>Format:</b>	Presentation and Hands-On Activities
<b>Prerequisites:</b>	None		
<b>Objectives:</b>	We will cover: <ul style="list-style-type: none"><li>• Working with Messages</li><li>• Creating contacts and groups</li><li>• Working with Calendars</li><li>• Working with Delegated Access</li></ul>		
<b>Class Information:</b>	For training schedule, please visit: Campus Training <a href="http://www.csub.edu/training/schedules/index.html">http://www.csub.edu/training/schedules/index.html</a>		
<b>Registration Information:</b>	For registration, please use the Online Registration at: <a href="https://pstraining.csub.edu">https://pstraining.csub.edu</a> .		
<b>For More Information:</b>	Contact Tammara Sherman at 661-654-6919 or <a href="mailto:tsherman@csub.edu">tsherman@csub.edu</a> .		



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