Outlook for PC: Basics
Outline

Summary:	In this session, you will learn the basics about using Outlook 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: • Creating and Sending Mail • Scheduling appointments and meetings • Responding to meeting requests • Setting up automatic replies
Class 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@csub.edu.*

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