



# Microsoft 365 Outlook Online Boot Camp

## Course Overview

**\$149**

See all the tabs across the top of Outlook, but don't use any of them? You're not alone.

This course will de-mystify MS 365 Outlook, Microsoft's web-based email & calendar application. Not only will you learn about messages, but also about managing folders, using categories and viewing tools, multiple calendars, using the Event window, contacts in the People workspace, and tasks in the To Do workspace. What more could you ask for?

Our Microsoft Outlook Online Boot Camp will be instructor-led over two evenings. Put the MS 365 Outlook course into your calendar, no pun intended!

Microsoft 365 will be used - skills learned are transferable to other versions.

Approximately one week before the course starts you will receive a confirmation email that provides additional course details.

### Textbook

Course materials are provided.

**7 hours  
Offered three times  
online**

- 1 2022F CEMA 140 101  
November 16 & 17, 2022**  
Wed & Thu | 6:00 pm - 9:30 pm  
Registration recommended by  
November 8, 2022
- 2 2023S CEMA 140 101  
March 22 & 23, 2023**  
Wed & Thu | 6:00 pm - 9:30 pm  
Registration recommended by  
March 14, 2023
- 3 2023I CEMA 140 101  
May 17 & 18, 2023**  
Wed & Thu | 6:00 pm - 9:30 pm  
Registration recommended by  
May 9, 2023

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.

## Ready to Register?

Request for Registration Online Form; or  
Request for Registration Fillable Form; and/or  
Sponsor an Employee Form

## FOR MORE INFORMATION:

P 250 561 5846  
E [continuinged@cnc.bc.ca](mailto:continuinged@cnc.bc.ca)  
[cnc.bc.ca/ce](https://cnc.bc.ca/ce)



School of Access  
& Continuing Education