

# Microsoft Outlook Essentials For The Workplace

## Course Overview

**\$120**

This essential course is designed to provide you with the knowledge and understanding of basic Microsoft Outlook functions. In this course, you will learn how to set up an Outlook email account, access advanced email tools, set up and adjust calendar items, and manage and organize contact lists.

Students will receive a Letter of Successful Completion at the end of each course, recognizing their understanding and mastering of the course competencies.

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

**7 hours  
offered in-person**

**1**

**2024S CEMA 160 101**

**March 5, 2024**

**Tuesday | 8:00am - 4:00pm**

Registration recommended by  
Monday, February 26, 2024

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; and/or  
Sponsor an Employee Form

## FOR MORE INFORMATION:

P 250 561 5846

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