

# AOS 108 : Introduction to Microsoft Outlook

**Credits** 2

**Quarter Offered** Fall

An introduction to Microsoft Outlook, an information management software. Learn how to send and receive emails, store personal and professional contacts, update your calendar, monitor tasks, and share files. This class may include students from multiple sections.

**Course Outcomes**

- Set up an Outlook email account.

- Compose, format, and respond to email messages.

- Configure the Outlook calendar and schedule meetings and events.

- Create contacts and contact groups.

- Create and manage tasks.

- Customize email messages.