

# DPSCD TEACHERS



# Microsoft OFFICE 365 OUTLOOK



**FASY. FAST. EFFECTIVE.**

**What:** Microsoft, a recognized global leader, is a multinational technology company. Office 365 Outlook is a component of Microsoft's Office suite of products. Although often used primarily as an email application, it also concludes of a calendar, task manager, contact manager, note taking and much more.

**Why:** DPSCD's provides its workforce with superior technology tools that supports effective and efficient personal, informational and organizational management. The Division of Technology and Information Services offers Office 365 Microsoft training that fosters educational excellence .

## IN THIS CLASS, WE WILL EXPLORE HOW TO USE:

- EMAIL
- CALENDAR
- CONTACT
- GROUP APPLICATIONS



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Microsoft Technology Classroom Readiness (MTCR) Initiative