



**Los Angeles  
Valley College**

## LAVC Spring 2019 Tech Fest

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**Microsoft 2013 Outlook & Office 365 Tips and Tricks**

**LARC 200 | 9:00 -10:15 a.m.**

**Jamie Holladay-Collins**

# Workshop Agenda

## **I. Introduction**

## **II. Microsoft Outlook 2013 Tips and Tricks**

- a) Delay Delivery
- b) Replies to
- c) Create a Contact Group
- d) Drag a calendar appointment
- e) Insert Docs and Emails into your Tasks, Calendar, and Contact Entries
- f) Plan a Group Meeting
- g) Customize the Quick Access Toolbar
- h) Create a Signature
- i) Create & Assign a Task

## **III. Office 365 Introduction**

- a) Using the Portal to access one drive
- b.) Navigating New Applications
- c.) @Mentions and Smart Lookup in Word

Thank you for coming!