



Continuing Education

MS Outlook 2021/365



**ZOOM/IN
PERSON CLASS**

This Microsoft Outlook 2021/365 course teaches essential skills for managing emails, calendars, and contacts efficiently using Microsoft Outlook. Participants will learn to organize their inbox, schedule meetings, and utilize advanced features to enhance productivity in a professional setting.

\$ Price Per Participant: \$850

Email: ContinuingEd@azwestern.edu

To Register and Pay: (928) 317-7674

Registration Hours: Mon - Thurs 8AM - 5PM, Fri 8AM - 4PM payments accepted via phone or walk in. Please make checks payable to AWC. Visa, MasterCard, and Discover cards accepted.

Refund Cancellation Policy: A 100% refund will be granted if a request is made 2 business days prior to the start of class. A 50% refund will be issued if notice is received less than 2 business days prior to class. No refunds will be issued after the first day of class. If a class is canceled due to low registration we will contact you 2 business days prior.