

LEARNING AND DEVELOPMENT UNIT

5th Level, Warrens Towers II, Warrens, St. Michael

Tel: 535-6700 or Fax: 535-6728

INTRODUCTION TO MICROSOFT OUTLOOK – AUGUST 19 – 21, 2026

- ICT0104



- Prerequisite : Successful completion of Introduction to Computer Applications or the ability to competently navigate Microsoft Windows.



- 8:30 a.m. -
4:30 p.m.



- Face-2-Face



- To develop the proficiencies of officers to use MS Outlook as an effective time management and productivity tool.



Click the “Apply Now” button below to access and complete your application.

APPLY NOW

**Deadline for Receipt of
Nominations:**

July 31, 2026

**Limited Spaces Available
Apply Early**

- Sending and receiving emails
- Using the Contact/Address Book
- Setting appointments and meetings
- Using the Calendar feature
- Using the Task feature
- Sharing your calendar

For further information please contact:

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YouTube

Click here to visit our Channel



- All public officers.



- Learning and Development Unit, Warrens Tower II, Warrens, St. Michael.



By the end of the course, participants should be able to:

- Send email (with or without attachments)
- Open received emails and action accordingly
- Create a contact list or electronic rolodex
- Schedule individual and/or recurring appointments and/or meetings
- Electronically invite other persons to scheduled meetings
- Electronically create a daily and/or recurring task list
- Electronically assign tasks to other persons

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