



Workshop: Outlook 365 Integration



► **Audience:**
All IQ Users

► **Method of Training:**
WebEx/remote

► **Market:** House

SUMMARY

This training focuses on activities and features associated with integrating with Microsoft Outlook 365.

BY THE END OF THIS COURSE, YOU WILL BE ABLE TO

- Connect to Outlook 365
- Manage emails within the My Inbox application
- Send emails from your Outlook email within IQ5 Services
- Sync events with your Outlook email
- Edit form letters using One Drive for easy collaboration