

BCFHPS CONFERENCE NOTES AND INFO

Thank you so much for attending our workshops. If you are interested in a more in depth course on any of these topics we are offering special rates and sessions exclusively for BCFHPS members. [Click here to see those courses and dates.](#) Of course if you have a group of six or more please contact us and we can run a session just for your team.

Click here to see a [complete list of courses](#) that we offer.

If you would like to give us any feedback on the courses please fill in this [quick feedback form](#).

TEAMS AND PLANNER RESOURCES

[Teams and Planners Keyboard shortcuts](#)

OUTLOOK STRATEGIC MANAGEMENT

Click here to get [comprehensive step by step instructions](#) on how to set up and use your Outlook Dashboard.

Click here to get a list of Frank's Favourite [keyboard shortcuts for Outlook](#)

ONENOTE

The OneNote training that we will be doing will be using OneNote 2016. The newer version of OneNote for Windows 10 or the OneNote included in Office 365 is greatly simplified and has reduced functionality.

Here is a link that [briefly described both versions](#)

If you wish to download OneNote 2016 you can do a free download from Microsoft here

[OneNote 32 bit version](#) If unsure of which version choose the 32 bit version.

[OneNote 64 bit version](#)