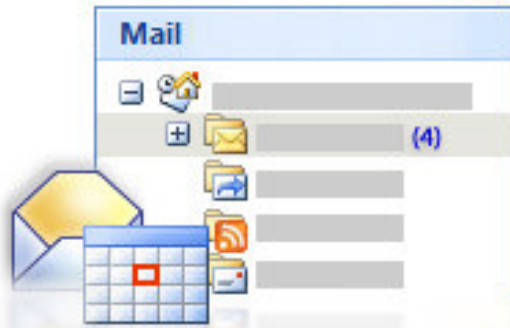


Microsoft Outlook



Learn the basics of Microsoft Outlook, an electronic tool for managing your time and information.

Outlook allows you to send and receive electronic mail (email), maintain an address book of all your contacts, have a place to enter appointments and tasks, set up meetings, and keep you organized by reminding you of all you need to do!

**Thursdays,
Nov 5 & 12**

8:00 am – 12 noon

Fee: \$88

**Register by:
November 3**

This hands-on workshop provides lessons on getting started with Outlook, and how to make the best use of its email, contact, calendar, notes and tasks functions. Learn to put Outlook to its full advantage --- and thus make you a more organized and productive contributor to your organization.

Course Code: ITSW 1030

CEU's: 0.8



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