

MICROSOFT

MICROSOFT OUTLOOK OVERVIEW

GETTING MORE FROM YOUR
E-MAIL PROGRAM

In this three-hour class we'll sharpen your Outlook skills so that you spend your computer time more effectively. Topics include:

- Using the BCC feature
- Creating a signature to act as a business card
- Organizing your emails in folders
- Creating rules to automatically move emails
- Using categories to organize your contacts
- Creating distribution lists

The cost for the class is \$35.00

Apply for one of these classes on the attached Registration form :

February 19th, 2010

March 1st, 2010

March 8th, 2010

Classes begin at 8:00AM and run until 11:30AM



Ring's End Educational Resource Center

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Stratford, CT

Call or email Tony Calistro (tony_calistro@ringsend.com)

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