

Free Course!



Course: Microsoft Outlook Part 1

When: 09/15/2023 8:00am - 4:00pm

Where: 2915 Commers Dr Suite 500, Eagan, MN 55121

Price: This course is available free for the dislocated workforce, veterans, and those enrolled in MFIP or SNAP. \$295 value

Learning Objectives:

In this course, you will use Outlook to compose and handle your email communications and also manage your calendar, contacts, and tasks.

You will:

- Navigate Outlook to read and respond to email.
- Use the Address Book and format and spell check new messages.
- Attach files and insert illustrations to messages.
- Customize read and response options.
- Use flags, categories, and folders to organize messages.
- Create and work with Contacts.
- Create appointments and schedule meetings in Calendar.
- Create and work with Tasks and Notes.

To enroll, please reach out to
info@nhworkforcesolutions.com, or (651)287-9950

** Please note 09/15/2023 is the only date in which this course is offered for free (\$295 value)