

Become more efficient in your office: How to use Microsoft Outlook to its full potential



By the end of this course you will:

- Learn the different functionalities of Outlook such as Contacts, Mail, Calendar, and Tasks
- Understand how to organize your outlook mail by creating folders, rules, automated messages and conversations
- Begin to leverage the power of the Outlook Calendar and Tasks to become a better planner and more organized

Annette Limon
1100 N. Grand Ave., Bldg. 4D, Rm# 136
Walnut, CA 91789
Phone: (909) 274-4027
Fax: (909) 274-2937
E-mail: workforcetraining@mtsac.edu
WTC.MTSAC.EDU