

MICROSOFT OUTLOOK I

INTRODUCTION



So much more than just email, but let's start there.

This 8-hour course takes you step-by-step through the basics of all Outlook functions, including:

- Email basics and email etiquette
- Contacts
- Tasks
- Scheduling
- Customization



NOV 6-7 | 8AM - NOON

2403 N. 41st St. E., Muskogee, BLD C, Computer Lab
\$107, manual included

CONTACT TO REGISTER

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Instructor: Mark Miller, celebrating his 25th year as a corporate technology instructor with an extensive, diverse background in business and experience in on-site corporate technology training. Mark has taught a variety of software application, general business and management classes for multiple institutions and technology centers throughout central and eastern Oklahoma, incorporating "real world" business and industry experiences with all class instruction. Mark takes pride in being a well-disciplined, motivated and experienced instructor, with an impressive work ethic and masterful time management skills.