

WCTC | CORPORATE TRAINING CENTER AND HARTFORD AREA DEVELOPMENT CORPORATION

Microsoft Outlook



October 6, 2020
8:30 am-12:30 pm
Hartford Police Department (Sherger Hall)
109 N. Main St., Hartford
\$209 per participant

This training is for individuals looking to learn about the Microsoft Outlook program from basic to advanced features. It will introduce the many features of the Outlook program from email and beyond. Outlook 2019 & 365 versions topics covered:

- Email – send, receive, and organize email and attachments
- Contacts – create, edit, sort, and group
- Calendar – view, create appointments and meetings, set reminders, and sharing calendars
- Tasks/Notes – create notes and tasks, editing and assigning notes and tasks

REGISTER Online at <https://hadc.org/ctc-training/>
Registration deadline: September 29
Contact Nichole Liesener at 262.695.7828

MORE INFO 10 participants must be registered to facilitate this program. **Participants must bring a laptop computer with WIFI connectivity capability.**

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