



Microsoft Outlook

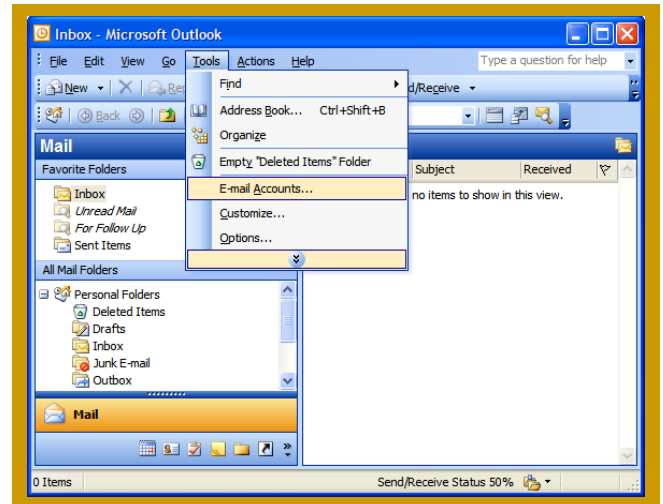
Tame the chaos of your inbox.

Learn the new features in Microsoft Outlook that will help you cut down on the amount of time that you spend every day managing emails. This session is designed to familiarize agents with the many features to help you become more efficient so that you can better serve your clients and build your business. With a hands-on component, this forum covers how to use Microsoft Outlook to its fullest potential and organize your inbox.

- Never forget to respond or follow up on emails
- Locate older messages easily
- Share calendars
- And much more...

Date: February 14, 2012
Time: 1:00 p.m. – 2:00 p.m.
Instructor: TBA

Location: FAAR Office, 2nd Floor Classroom
2050 Gordon W. Shelton Blvd.
Fredericksburg, VA 22401



**FREE
EVENT!**

Registration is required. Fax completed registration form to (540) 736-0301.

Cost: FREE to Members \$10 for Non-members

**Please note, there is a \$10 no show & walk-in fee*

Name: _____ **Company:** _____

Phone: _____ **Email:** _____ **Total: \$** _____

Credit Card: VISA MasterCard / Credit Card #: _____

Expiration Date: _____ **3 Digit CVC#:** _____ **Authorized Signature:** _____

NOTE: If you require ADA assistance for the classroom, please call FAAR when registering at (540) 373-7711. Opinions and information delivered in all FAAR courses should be confirmed as compliant with the Student's Company Policy before including in business practices

This event counts for **5 pts.** Towards the **Professional Honor Role** recognition.

Tech Share— 2/12/12

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If possible, please print in black and white.