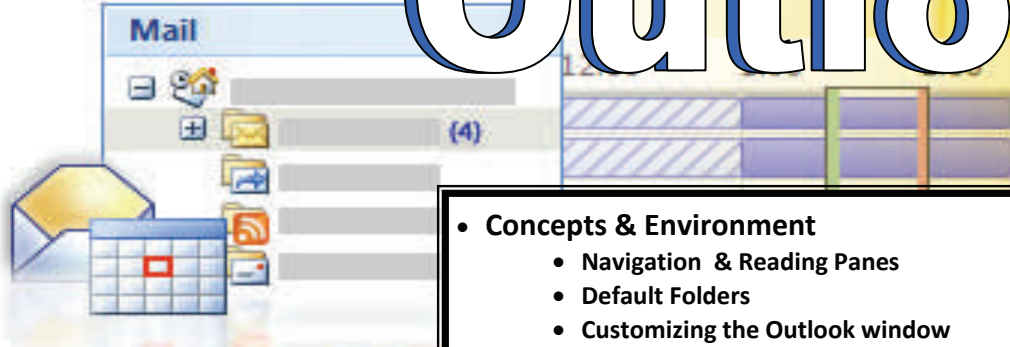


Microsoft Outlook



WHEN:
March 22 & 24, 2010

WHERE:
SBE Training Center

TIME:
4:00 PM—7:00PM
Each Night

COST:
SBE Members
\$95.00
Assoc. & Prof. Members
\$110.00
Non-Members
\$125.00

*This is a **HANDS-ON** course with individual workstations for each student!!*

MAX ENROLLMENT OF 13

- **Concepts & Environment**
 - Navigation & Reading Panes
 - Default Folders
 - Customizing the Outlook window
- **Address Books & Contacts**
 - Creating Contacts
 - Sorting & Grouping Contacts
 - Distribution Lists
- **Sending Email**
 - Formatting & Flagging
 - Receipts & Other Delivery Options
 - Business Cards & vCards
- **Receiving & Managing Email**
 - Creating Folders
 - Mail Storage Strategies
 - Out of Office Messages
- **Email Attachments**
 - Attaching, Opening & Saving Files
- **Tasks & To-Do's**
 - Tasks Pane
 - Creating Tasks
 - Sorting & Grouping in Table Views
 - Using Category Groups
- **Calendar & Meetings**
 - Calendar Pane
 - Appointments—Types, Creating, Recurring, Changing, etc.
 - Creating & Managing Meetings
 - Sorting & Grouping in Table View

To register simply fill in this form and *FAX BACK TO 222-1918* or Complete this form and mail along with your check to:
SBE Training Center ~ 2985 Innsbruck Drive Redding, CA 96003

Name _____

Company _____

Address _____

Phone _____

Method of Payment

Bill my SBE Account MasterCard

Check Enclosed Visa

Credit Card # _____ Exp. date _____

Signature _____

Attendees: _____



REGISTRATION / CANCELLATION POLICIES

Non-Members **MUST** pay in advance to reserve their space(s).
All registration is on a 1st come 1st serve basis until the seminar is full.
Late cancellation fees will be billed at 50% of the seminar price. No shows will be billed at full seminar price.
To avoid being billed you must cancel no later than 5 business days prior to training by 5:00PM.
LATE CANCELLATIONS = NO REFUNDS ~ NO CREDITS ~ NO ROLLING FORWARD ~ NO EXCEPTIONS.
The SBE Training Center reserves the right to cancel class due to low enrollment.

To be removed from our contact list, please call 222-1917 or e-mail removeme@shastabe.com