



North San Diego County Association of REALTORS®

Presents

Microsoft® Office Outlook

“When life keeps you busy, keep it all in one place.”¹



February 21, 2012
11:00 am - 1:00 pm
906 Sycamore Ave.
Vista Office

Instructor:
PJ Cochran, Old Republic
Home Protection

FREE for NSDCAR members only

Lecture Topics:

- **Email Maintenance:** creating rules, dragging and dropping to tasks, calendar, folders, and notes
- **Creating Folders and Sub-Folders**
- **Contacts:** adding new contacts, distribution lists, activities, mail merge
- **Calendar:** viewing, creating and recurring appointments, scheduling, inviting attendees, and meeting requests
- **Tasks:** scheduling and completing
- **Notes:** save passwords, to-do memos

Register at www.NSDCAR.com under Education– Calendar.
For more information call NSDCAR (760) 734-3971

¹ <http://office.microsoft.com/en-us/outlook/>