

10 S Canal
Monday, February 9, 2004
8:00 am - 4:00 pm

MAXIMIZE MICROSOFT OUTLOOK IN 8 HOURS!

Effective E-Mail & Scheduling

Learn to:

- Create, send, forward and reply to emails
- Create stock drafts, that can be reused
- Proper style, format and grammar for business correspondence
- Use the calendar to schedule work flow.
- Schedule meetings via email.

To register, visit our web site at
<http://employeegrowth.com/registrar>

227 W Monroe
Tuesday, February 17, 2004
8:00 am - 4:00 pm

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