



Center for Continuing Education Microsoft Outlook 2010

Upon completion of this class, you should be able to:

- ✓ Start Outlook and view the folders
- ✓ Send and receive email
- ✓ Configure Internet email accounts in Outlook
- ✓ Send and receive email
- ✓ Enter contacts
- ✓ Create and manage tasks
- ✓ Enter appointments in the Calendar

This class requires basic PC experience, familiarity with Microsoft Office program, basic knowledge of the Internet and email programs.

Students will need the following supplemental materials:

- Flash/jump drive 1 GB or higher
- Notebook and pen/pencil

Date:	Each Class runs for 4 sessions = 12 class hours <ul style="list-style-type: none">• Tuesday & Thursday April 3rd – 12th
Time:	6:00pm – 9:00pm
Cost:	\$120
Location:	Edison State College, Lee Campus, Room TBA
Instructor:	Angeli Chin

Seats are limited, so register today!
Advance registration and payment is required.
For registration form and information, call 239-489-9235
email celee@edison.edu OR download from www.edison.edu/lee/ce

Requests for refund **one week** prior to the first class meeting will be granted. If you have a Higher One card through Edison the refund will be transferred to your Higher One Account. Due to the short-term nature of most Continuing Education programs, refunds will not be granted on or after the first class meeting.