



# Want to learn about Outlook or become a better user?

Human Resources is proud to offer this computer application training to the City of Plano on the following dates:

**June 5, 2012** Outlook 2010 **Basics**, 8:30 A.M.-Noon  
Outlook 2010 **Basics**, 1:00-4:30 PM

**June 12, 2012** Outlook 2010 **Beyond Basics**, 8:30 A.M.-Noon  
Outlook 2010 **Beyond Basics**, 1:00-4:30 PM

(NOTE: All sessions will be held at the Plano Municipal Center, Training Room A)

## Microsoft Outlook 2010 Basics

- Learn Outlook Features
- Discover Outlook window elements
- Learn how to navigate Outlook 2010
- Create email Messages
- Receive email Messages
- Manage email Messages
- Create Message Rules
- Create and Manage an Out-of-Office Message
- Create Contacts
- Sort and Organize Contacts
- Create contacts (including distribution lists)
- Work with calendar features (Appointments, Events, Reminders)
- Create an Appointment and Event
- Configure Reminders
- Learn how to Invite others to an Appointment
- Navigate Outlook Calendar views
- Create a Task
- Share/Send/Manage Tasks

## Microsoft Outlook 2010 Beyond Basics

- Review Outlook Features (Inbox, Calendar, Contacts, Tasks)
- Manage email Messages (Organize and Store, Mark as Junk)
- Create Message Rules, Categories and Follow-up indicators
- Outlook Storage and storage options
- Review and Manage Contacts
- Organize, Categorize Contacts
- Use Contacts as an information resource
- Work with Calendar features
- Invite others to an Appointment
- Manage Tasks
- Keyboard shortcuts

Offered in partnership with:



Human Resources  
**TRAINING SECTION**



**Register Today by using PeopleSoft Self-Service**

(Limited to 20 seats per session)

Also: The Outlook class is only available to users on the "cloud."