

Using Outlook 2003

Are you a Microsoft Outlook 2003 user? Do you often find yourself scouring over email after email, desperately trying to find something important someone sent you, but your inbox has become overrun?

Do you find it difficult to maintain future appointments?

Did you ever try to set up a meeting by email or phone call and get little or no response?

If you answered “yes” to any of these questions, you will definitely want to be at NSBAR on _____ at _____ in Northbrook.

NSBAR is presenting a free (yes, imagine that... something technical offered for free) 90 minute seminar with Q & A on Outlook 2003.

This course will cover: organizing your emails, familiarizing with your outlook calendar, setting up meetings using outlook and flags. This course will show you that it's easier to use the features in Outlook than you think. Join us for 60 minutes of lecture and 30 minutes of Q & A.

Barrington, July 8th, from 9am – 10:30am
Northbrook, July 31st, from 10am – 11:30am

Instructor: Rachel Neally

To register, go to: <http://nsbar.org/events.aspx>
Or call Adam at: 847-480-7177