



DESCRIPTION

Microsoft Outlook ~ Hands on Workshop
A hands on computer training session

This 2 hour workshop will assist you to gain expertise in using the Distribution lists in Microsoft Outlook and also Design your own email flyer. This will benefit you in maintaining an online relationship with your clients.

“Collect the e-mail address of every client and store them automatically”

DURATION

2 hour Workshop on your premises

LEARNING OUTCOMES

Course Outline

- Creating contacts and Distribution lists
- Learn the 4 secrets to an effective newsletter
- Developing E-newsletters that work
- Email Etiquette
- Design your own flyer – using styles and graphics



TEACHING METHOD

What will I get?

- Hands on workshop (computers)
- Workshop Handbook
- Disc to take home

ASSESSMENT

Participation in practical exercises 100%

PRE-REQUISITES

Using Microsoft Outlook

MATERIALS REQUIRED

Laptop / desktop computer & Pen

How do I book?

Please book to reserve your place by calling **Sue Pejic** on **0419 891 113** and complete mail or email the form below
Booking is essential as places are limited to 8 per session.

Microsoft Outlook ~ Workshop

Name: _____

Business Name: _____

Phone number: _____ Mobile _____

Website address _____

Experience with using Microsoft Outlook _____

Please be respectful of your fellow students and arrive on time for class.

