

NEWS RELEASE

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August 9, 2017

MICROSOFT OUTLOOK COURSE OFFERED AT NORTHWEST IOWA COMMUNITY COLLEGE

Microsoft Outlook is used for emails and also personal management of information, and is generally part of the Office suite of applications, although it can be purchased separately as a single application. This course covers the basic functions and features of Outlook 2016. Email "Netiquette" will be taught as you learn how to read, create, send, and forward e-mail messages. You will also learn how to organize messages and attachments, manage your Outlook calendar, how to create contacts, how to set up and share calendar and contact groups, how to use Outlook tasks, rules, an e-mail business card and a standardized signature. Hands-on instruction will be provided with Microsoft Outlook 2016 software. This class will meet on Thursday, August 31 from 5:30 pm – 9:30 pm in Room 514H at Northwest Iowa Community College (Section #56922). The cost is \$49. Twyla Vogel, Microsoft Office Specialist, will be the instructor.

To register, call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.