

2018-2019 Workshop Series

July / August – Outlook

September / October – Excel

November / December - Word



Contact the TLC at
tlc@icc.edu or x8908
to reserve your spot!



All sessions will be offered from 3-4pm in room 306A
Both sessions will be repeated the second week

Part 1 – Mail (Tuesday, July 24 – OR – Wednesday, August 1)

Customizing Outlook	<ul style="list-style-type: none">✓ profile photo✓ signature✓ Quick Steps
Organization Email	<ul style="list-style-type: none">✓ folders✓ rules✓ categories
Outlook Extras	<ul style="list-style-type: none">✓ saving as PDF✓ Auto Reply✓ contact groups

Part 2 – Calendar (Wednesday, July 25 – OR – Thursday, August 2)

Meetings vs. Appointments	<ul style="list-style-type: none">✓ calendar view✓ adding a meeting/appointment✓ sending/replying to requests
Scheduling Assistant	<ul style="list-style-type: none">✓ list view vs. send email✓ response options✓ locating event details
Shared Calendars	<ul style="list-style-type: none">✓ creating shared calendars✓ viewing options✓ send calendar (for viewing)

Brought to you by Organizational Learning and the Teaching & Learning Center

Questions? Contact Ann (x5442) or Nicole (x8908)