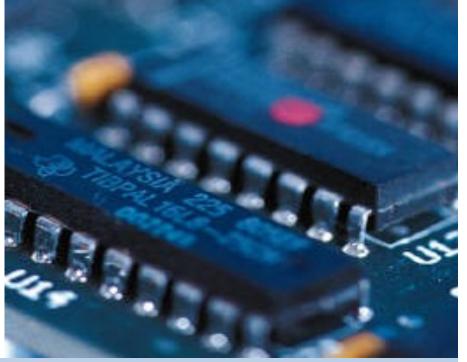# BOWIE
STATE UNIVERSITY
— 1865 —

Stepping Stones Technology Training Outlook 2013

BENEFIT

Outlook 2013 includes a range of new and improved features to give users more control over their schedules, emails, and contacts.

ROLLOUT AND TRAINING

Why should you attend? We are transitioning!

We are moving from Microsoft Office 2003/2007 to the improved Office 2013.

Please join us at one of the upcoming training sessions!

TRAINING AGENDA

- Working with attachments and links
- Creating templates
- Creating group calendars
- Creating a contact group
- Tasks / appointments / rules
- Outlook web access
- Archiving

OUTLOOK 2013 CALENDAR

DUPLICATE SESSIONS—
PLEASE SELECT ONE

Session 1:
Thursday, May 7, 2015
9am-12pm

Session 2:
Tuesday, September 15, 2015
9am-12pm

Location:
Thurgood Marshall Library,
Room 090B, Lower Level

Presented by:
The Division of Administration and Finance
and
The Division of Information Technology

Please contact Nicol King to register:
301-860-3455
nking@bowiestate.edu

Please contact: Nicole Carter with program questions:
301-860-3932
ncarter@bowiestate.edu