



**Peterborough and the Kawarthas
Association of REALTORS® Inc.
&
MicroAge Peterborough
are pleased to present a lunch and learn
Wednesday October 1, 12-1 p.m.
753 Erskine Avenue, Peterborough**

**How to Manage Your Email in
Outlook & Outlook Express**

Join us for an informative session and learn how to:

- ❖ Create and organize folders
- ❖ Understanding Rules and Filters
- ❖ Build an Address Book & Create Distribution Lists
- ❖ Schedule Meetings using Outlook & Outlook Express
- ❖ Archive Historic Emails
- ❖ Email Etiquette

**Please bring your laptops for this session.
Course availability 8-10 participants.
Lunch will be provided courtesy of MicroAge.**

This course is accredited by
Peterborough and the Kawarthas
Association of REALTORS® Inc.

**RSVP by September 26th to Jo Stewart at
jstewart@peterbororealestate.com**