



Continuing Education

St. Louis County and Municipal Police Academy

◀ Program Announcement ▶

INTRODUCTION TO OUTLOOK 2003

This class is designed to teach you the basics of using Microsoft Outlook as a communication tool.
Upon Completion of this class attendees will:

- Address and compose a message, change the message format, check the spelling and grammar and then send the message.
- Open a message in your inbox, reply to it and forward it to others. You will also print and delete messages.
- Add an appointment and an event to your calendar, including a recurring appointment, and assign a category to an appointment. You will also print you calendar.
- Add a contact to the contact folder and view the contact list in different ways. You will also sort contacts and assign categories to contacts.
- Add task to a task list and edit them as needed.
- Sort messages and find a specified message. Organize you mailbox by creating additional folders and moving them around. And deleting folders.

All attendees will be given a textbook / reference produced by New Horizons Learning Systems, which has been licensed for use in this course.

Session: One & Two
Date(s): January 27, 2009 and March 27, 2009
Time: 8:00 a.m. - 12:00 noon
Place: St. Louis County and Municipal Police Academy
1266 Sutter Avenue
Wellston, MO 63133-1934

WHO SHOULD ATTEND: Commissioned and Non-Commissioned Personnel

ATTENDANCE IS LIMITED TO 12 PARTICIPANTS PER SESSION

To reserve your seat, please mail or fax your Continuing Education Registration Form to be received by 1 week prior to class start date. Reservations will be taken from non-tuition paying departments at a cost of \$25 per seat, and will be placed on standby. Standby seats will be notified if their reservation is accepted, depending upon seat availability. Non-tuition paying departments will be invoiced, whether or not the seat is used, after acceptance of standby notice.

PLEASE USE THE REGISTRATION FORM ON THE BACK



Continuing Education

St. Louis County and Municipal Police Academy

< Registration Form >

PROGRAM: INTRODUCTION TO OUTLOOK 2003 - **Session:** One & Two

TRAINING DATE(S): January 27, 2009 and March 27, 2009

Please circle date or indicate date by registrant(s) name

TRAINING TIMES: 8:00 a.m. - 12:00 noon

TRAINING LOCATION: St. Louis County and Municipal Police Academy
1266 Sutter Avenue
Wellston, MO 63133-1934

INITIAL SEATS PER DEPT: Two - all others standby. Prioritize names on list below. (1) will be registered first, then (2), etc. Please use this form to register employees for the above listed program only. Return the form to arrive at the C.M.P.A. by 1 week prior to class start date. All forms must be submitted through the appropriate department training officer. No individual registrations will be accepted. Check your department procedures. *Please note request for employee's email address.*

(PLEASE TYPE OR PRINT CLEARLY)

PRIORITY

1. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

2. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

3. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

4. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

Authorized Training Registrar: _____
(must sign here)

Print or type Registrar's Name: _____ Title: _____

Department: _____ Phone: _____ - _____

Registrar Return:	By Mail:	St. Louis County and Municipal Police Academy Continuing Education / Registration 1266 Sutter Avenue Wellston, MO 63133-1934	By FAX: 314-863-2317
			Questions call: 314-889-8600