



**KNOWLEDGE  
Is  
POWER**

An OABR  
Education Forum  
sponsored event!

# Using Microsoft Outlook

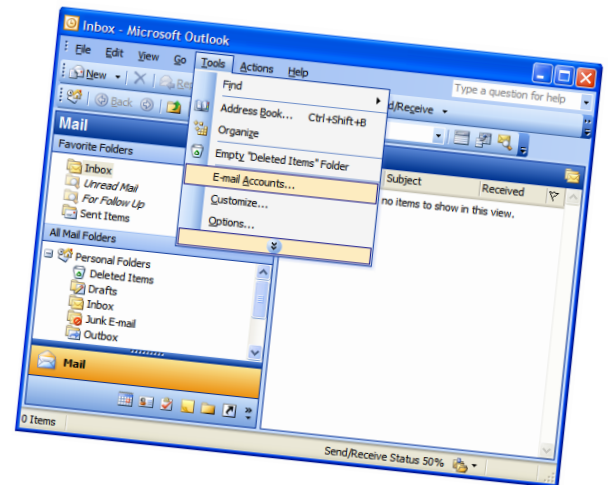
## Rob Pittenger

- How to use Outlook for your contact management:
- How to load contacts, address, import dates, emails addresses, phone numbers, etc.
- How to add into to the contacts
- How to set up dates within a contact for follow up, appointments, birthdays, anniversaries, etc
- How to print labels and addresses on envelopes using your contacts
- How to categorize your contacts...i.e. buyers, sellers, friends, family, prospects, etc.
- How to search your contacts by category
- How to search your contacts...i.e. alpha, age, address, etc
- Can you put a picture with your contact?
- How to set up and use Outlook email
- How to forward other email addresses to outlook

**Thursday, November 18, 2010  
10:00 am – 11:30 am**

**In the Education Center of the OABR  
11830 Nicholas Street – Omaha, NE 68154**

**Coffee and Cookies will be provided  
This Session is Free!! – Reservations Required**



Name \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Mail to OABR, 11830 Nicholas St., Omaha, NE 68154, fax 402-619-5559 or email your name, company and phone number to DShipley@OABR.com.