



Lunch n Learn

September 10, 2014 • 11: 30 am to 1:45 pm
5650 Riggins Ct., Reno, NV 89502

Outlook I

- Managing your business
- Automate managing your Email
- Setting up Contacts for your business
- Distribute Groups
- Tasks & Reminders

Outlook I & II Beyond Email



Lunch
Provided

Outlook II

- What can you do with a transaction file
- Contacts & What you can do with them
- Creating a professional signature
- Perform a mail merge
- Dealing with junk mail

RSAR Members: \$10

Non-Members: \$15

Instructors: Dave Hansen & Paul Armstrong

This course is not approved for CE/PL credit by the Nevada Real Estate Commission. The Real Estate Commission neither approves nor endorses any of the forms used in this course with the exception of those prescribed by the State or Federal Law.

Course Registration Phone: 775-823-8800 Fax: 775-823-8805 Email: beverly@rsar.net

[Click Here to Register Online](#)

Name _____ License # _____ Contact Phone _____

Include Leading Initials
Ex: S.1234567

RSAR Member # _____ Are you a member of another board? Yes No Board Name _____

Members of other boards and non-members, please provide your email on the line below to receive future educational offerings

Office Name _____

Billing Address _____ City _____ State _____ Zip _____

Payment

Charge my RSAR Member account # _____ Check Enclosed

Charge VISA/MC/AMEX/DISC (Non-Members must provide to register)

Card # _____ Exp. Date _____

Signature _____

Please check here if you have a disability that requires special accommodations and attach a description of your needs.

Registrations cancelled two (2) business days prior to the course will be refunded. Early registration ends at 3:00 pm the business day prior to the course. Reno/Sparks Association of REALTORS® reserves the right to cancel a course at any time. RSAR will make a reasonable attempt to offer or recommend alternative options in the event of a cancellation. All registrations are subject to space availability. You will be notified if the course is full.

Rev 6/26/14