

OFFICE PROFESSIONAL SPRING WORKSHOP

The Snohomish County Association of Office Professionals group (SCAEOP) invites you to attend

Saturday, March 21, 2015

Edmonds School District ESC (Boardrooms A/B)

20420 68th Ave W Lynnwood, WA 98036

9:00-11:30 am Cost: \$25

9:00-10:00

Outlook: Beyond the Basics. Do you use Scheduling Assistant when arranging meetings? (It can make your life easier!) Ever wonder how to create and then share a distribution list? Set different automatic signatures for internal emails, external emails, and replies? Join Marné Kristin from the Edmonds School District Technology Department for an hour covering these and other Outlook topics. Bring your questions and your laptop (optional).

10:00-10:15

eMail Etiquette Reminders with Merry Rumpel, SCAEOP Treasurer / ESD Receptionist

10:15-10:30

Networking Break, Refreshments

10:30-11:00

Staying Healthy with a Desk Job, Terry Huffer, Snohomish County YMCA

11:00-11:30

Google Chrome Basics with Merry Rumpel, SCAEOP Treasurer / ESD Receptionist

Certificate for 2-1/2 Inservice Training Hours available for National Association of Office Professionals (NAEOP) Professional Standards Program (PSP).

Questions?

Contact Diane Grossenbacher at grossenbacherd@msn.com

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Name_____

Address_____

Phone Number_____Email Address_____

Please mail registration form and a check for \$25 (payable to SCAEOP) to: Spring Workshop
Merry Rumpel
221 194th Street SW
Bothell, WA 98012-6264

