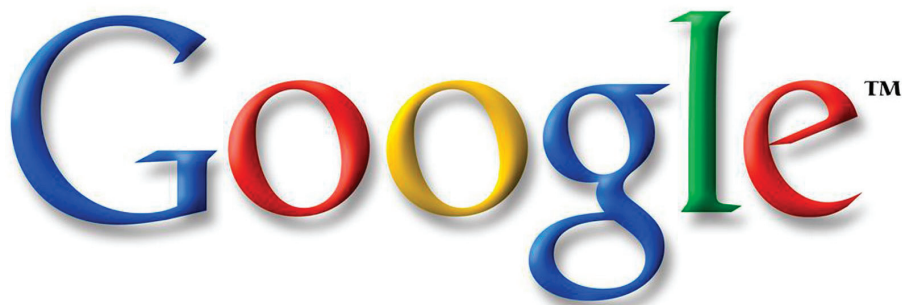


AT KEARNY MESA & DEL MAR SERVICE CENTERS
GOOGLE APPS TRAINING
EMAIL / CALENDARS



*A more efficient way to do business...
and the tools you need to succeed!*

CALENDAR TRAINING

Instructor: Randy Jones

Tuesday, Feb. 12, 2013

☐ **Buyer/Seller Transaction**

Time: 9:00 a.m. – 10:00 a.m.

☐ **Office/Team/High-Producing Agent**

Time: 10:30 a.m. – 11:30 a.m.

☐ **Community or Farming**

Time: 12:00 p.m. – 1:00 p.m.

Price:

SDAR REALTORS®\$10 each

All Others\$15 each

(ALL 3 SESSIONS: SDAR \$20, All Others \$35)

TOPICS COVERED:

- How to create customized calendars:
 - ◆ Property-specific transactions (buyer, seller)
 - ◆ Open transactions
 - ◆ Team
 - ◆ Community or farming area
- How to import external calendars (school district calendars, community events calendars, etc.)
- How to give access to others to view or view and collaborate on individual calendars
- How to set up reminders
- How to view multiple calendars in overlay view

**ACCESSING GOOGLE EMAIL
VIA THE WEB**

Instructor: Randy Jones

Tuesday, Jan. 22, 2013

☐ **Time:** 9:00 a.m. – 10:00 a.m.

Price:

SDAR REALTORS®\$10

All Others\$15

TOPICS COVERED:

- How to set up and use an existing email address
- How to setup email signatures
- How to migrate email, contacts and calendar data from Microsoft Outlook to Google Apps
- How to create labels and sub labels and use them to categorize your emails
- How to use Gmail Offline to manage/compose email when not connected to the Internet
- How to set up Google Contacts

**ACCESSING OUTLOOK EMAIL
VIA GOOGLE**

Instructor: Randy Jones

Tuesday, Jan. 22, 2013

☐ **Time:** 10:30 a.m. – 11:30 a.m.

Price:

SDAR REALTORS®\$10

All Others\$15

TOPICS COVERED:

- How to set up existing email addresses in Google
- How to import existing Microsoft Outlook data into Google Apps
- How to set up Google Apps Sync for Outlook, and use Outlook 2003, '07, and '10 with Google Apps
- How to use and manage multiple email address in Microsoft Outlook
- How to use Google Contacts

LOCATION: KEARNY MESA SERVICE CENTER

4845 Ronson Court, San Diego, CA 92111

LOCATION: DEL MAR SERVICE CENTER

2690 Via De La Valle #D130, Del Mar, CA 92014

☐ **Sign me up for the Google Apps Training classes checked above**

Register online www.sdar.com

☐ **Yes, I have read the Cancellation Policy. Initial** _____

Name: _____ Member #: _____ Phone: _____

☐ Home ☐ Office Address: _____ E-mail: _____

☐ Check ☐ Visa ☐ MasterCard ☐ Discover ☐ AmEx Card #: _____ Exp: _____

Amount: _____ Signature: _____

Return to: Greater San Diego Association of REALTORS® • 4845 Ronson Court, San Diego, CA 92111 • Phone: (858) 715-8040 • Fax: (858) 715-8090



Cancellation Policy: Reservations for programs requiring payment will not be processed until payment is received. If you must cancel your reservation, a full refund will be issued if cancellation is received, in writing, three (3) business days prior. SDAR reserves the right to cancel or reschedule any program. If cancellation occurs, SDAR will issue a full refund. In the event of rescheduling, SDAR will send immediate notification and transfer all reservations (including payments) to the new date.

•Jan182013•