



# January 2019

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
	College Closed – Happy New Year!			
7	8	9	10	11
<a href="#">Creating Folders</a> 12:00pm		<a href="#">Creating a Signature</a> 12:00pm		<a href="#">Creating Automatic Replies</a> 12:00pm
14	15	16	17	18
<a href="#">Setting Up Rules &amp; Alerts</a> 12:00pm		<a href="#">Creating Distribution Lists</a> 12:00pm		<a href="#">Using the Calendar to Make Appointments</a> 12:00pm
21	22	23	24	25
College Closed Martin Luther King, Jr. Day		<a href="#">Using the Scheduling Assistant</a> 12:00pm		<a href="#">Creating Categories</a> 12:00pm
28	29	30	31	
<a href="#">Creating Tasks &amp; To Do Lists</a> 12:00pm		<a href="#">Tips &amp; Tricks</a> 12:00pm		

