

## **An introduction to emails, CPA Intranet and internet**

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only
- on the scheduled dates below or please enquire

**Why choose this course?**

This course is designed for workers who are beginners at using a computer and want to learn how to use emails, CPA intranet and the internet.

**What content does the program cover?**

The course covers

- Creating, sending and formatting messages in Outlook
- Using address book in Outlook
- Creating folders and organise your messages in Outlook
- Using categories and flags
- Setting-up auto signatures
- Accessing CPA intranet
- Accessing the internet

**What is the cost?**

The course is offered free for Cerebral Palsy Alliance employees.

**How long is the course?**

**Duration:** Half a day

**Where can I get more information?**

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.