



## In-Person Workshop Info

- ▶ **November 12, 2025**
- ▶ **10:00 AM – 11:30 AM**
- ▶ **MassHire Career Center**
- ▶ **800 W. Cummings Park Suite 6400  
Woburn, MA 01801**

Schedule this event from  
your JobQuest account!

<https://jobquest.dcs.eol.mass.gov/jobquest>

**Or call 781-932-5500**

MassHire Programs & Services are funded in full by US Department of Labor (USDOL) Employment and Training Administration grants. Additional details furnished upon request.

A proud partner of the  
  
network



# Microsoft Outlook

Learn how to make the most out of Outlook by drafting and sending emails, attaching documents, sending invitations, and more.

**Join us for Microsoft Outlook!**

**See All MassHire Metro North Career Center Events Here:**

<https://masshiremncareers.com/>

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800 West Cummings Park, Suite 6400 • Woburn, MA 01801 • 781.932.5500

2 Florence Street, 4th Floor • Malden, MA 02148 • 781-605-1501

4 Gerrish Ave. • Chelsea, MA 02150 • 617.884.4333 • <https://masshiremncareers.com>

Veterans and their eligible spouses receive priority of service. MassHire Metro North Career Center is an EEO Employer.

Auxiliary aids or services are available upon request to individuals with disabilities.