



Virtual Workshop Info

► September 30, 2025

► 1:00 – 2:00 pm

Schedule this event from
your JobQuest account!

[https://jobquest.dcs.eol.
mass.gov/jobquest](https://jobquest.dcs.eol.mass.gov/jobquest)

Or call 781-932-5500

*After scheduling, you will
receive an email within 48
hours of the event,
containing instructions on
completing the registration!*

**Registration will close 48
business hours ahead**

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

AmericanJobCenter®
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/>

186 Alewife Brook Parkway, Suite 310 • Cambridge, MA 02138 • 617.661.7867

800 W. 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.