

No one offers more technology to real estate agents than First American Title. From taking and uploading digital photos to our Transaction Manager to communicating with us with Outlook, we offer the tools and courses to allow you to conduct business in this high technology market. You can also enhance your own business by attending these courses.

**Classes are held at our Town & Country Office**  
13110 Memorial Drive • Houston, Texas 77079

**The fee for each class is \$35, checks only, made payable in advance to First American Title. Sorry, no cash or credit cards.**



Matt Linn,  
Sales Representative

## Lifting the Fog of Technology



**Seating is limited!**

Contact Matt for  
class information.

Ph: 713-299-1010  
mlinn@firstam.com



*First American  
Title Insurance Company*

### **Advanced Outlook – Friday, 04/24/09, from 9:00 am – 12:00 pm**

This class is designed for agents who already have a pretty good grasp of the email features of Outlook. The bulk of the class concentrates on the Contact Management capabilities of Outlook, and we will relate most of what we cover to Real Estate Action Plans. Specifically, some of the topics we will cover include:

- Creating and Managing Contacts
- Categorizing Contacts
- Group Emails with and without Distribution Lists
- Managing Emails as To-Do's
- Setting Calls, Appointments and To-Do's
- Setting Recurring Activities such as Birthdays and Anniversaries, with Reminders
- Creating Action Plans
- Creating Phone Logs
- Connecting all activities to the Contact Record
- Using the Outlook Today feature

If you are pretty good with Outlook, but want to take your contact management to the next step, this class will impress you with all that Outlook has to offer.

### **Blogs & Social Networks - Friday, 04/24/09, from 1:00 pm – 4:00 pm**

This course discusses the how and the why of effective blogs in real estate. Agents will learn about some of the popular blogs on the market such as ActiveRain, WordPress and Realtor.com. Then, the agents will be shown how to create a new blog account on FeaturedBlog.com (Realtor.com). They will create a blog, and learn how to enhance their blogs as well as their account profile for more traffic. Finally, agents will see how to connect their blog to their website and vice versa.

This class will also show agents the basics of important social networks such as Facebook, LinkedIn, Twitter and ActiveRain. Participants will set up an account on Twitter and Facebook, if they have not already done so. Then, the agents will again be shown the how and why for effectively using social networks in their business.

**Call 713-299-1010 today to make your reservation!**



*First American Title*

All You Need to Know®

