



# Microsoft Outlook - Basics

PROUDLY PRESENTED TO

**STRACHAN**

## Course Modules

- Basics Of Outlook
- Sending and Receiving Mails
- Organizing and Managing Emails
- Managing Contacts
- Managing your Calendar
- Collaborating with Calendar

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DATE

A handwritten signature in black ink, appearing to be "D. Smith", written over a horizontal line.

SIGNATURE  
EduCourse Director