



Microsoft Outlook - Basics

PROUDLY PRESENTED TO

NGAZIBINI SPENCER

Course Modules

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

29 March 2026

DATE

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

SIGNATURE

EduCourse Director