



Microsoft Outlook - Basics

PROUDLY PRESENTED TO

LYDIA NAIDOO

Course Modules

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

DATE

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

SIGNATURE
EduCourse Director