



12CE9C64D-127132C52-31

SCAN CODE TO VERIFY



## Microsoft Outlook - Basics

PROUDLY PRESENTED TO

**EDUCOURSE ONLINE LEARNING**

### Course Modules

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

12 October 2020

DATE

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

SIGNATURE

EduCourse Director

9304265441500