



12CEB25E0-127224785-8C584

SCAN CODE TO VERIFY



Microsoft Outlook - Basics

PROUDLY PRESENTED TO

KGOPOLO TRISTANCE MACHETE

Course Modules

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

2 November 2020

DATE

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

SIGNATURE

EduCourse Director