



# Microsoft Outlook - Basics

PROUDLY PRESENTED TO

**SUNIL WYNNE**

## 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 "Sunil Wynne", written over a horizontal line.

SIGNATURE  
EduCourse Director