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SCAN CODE TO VERIFY



## Microsoft Outlook - Basics

PROUDLY PRESENTED TO

**SINDISA TOKO**

### Course Modules

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

23 July 2025

DATE

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

SIGNATURE

EduCourse Director

8901265698085