



Microsoft Outlook - Basics

PROUDLY PRESENTED TO

BELINDA ADAMS

Course Modules

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

30 March 2026

DATE

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

SIGNATURE

EduCourse Director