

E-LEARNING - MICROSOFT OUTLOOK 365 EMAIL

PRODUCT INFORMATION

Outlook is the email program included in your Office suite. In addition, you can use the Outlook address book to manage your contacts, manage your appointments with the calendar, or create and manage tasks. You can see that Outlook is more than just an email program. It helps you to organize your work and work efficiently. In this unit you will learn everything you need to know about writing, structuring and sending emails. You will also learn about other useful email functions and settings.



Parameters

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