

E-LEARNING - OUTLOOK

PRODUCT INFORMATION - OFFICE 2019 / OFFICE 2016



Outlook is your email program in the Office package. Furthermore, you can manage your contacts with the outlook directory, coordinate your events with the calendar and create as well as manage tasks. You can see that Outlook is far more than a mere email program. It helps you to organize and efficiently structure your work.

Beyond the fundamental handling of outlook you can learn how to use Outlook together with OneNote and Skype for Business, how to share your mail folder with your colleagues or how to use Outlook on the move.

PARAMETERS

Version	3.5
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