



MICROSOFT OUTLOOK 2016

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OVERVIEW

For most people, Outlook is used for sending and receiving email messages, managing your calendar, storing names and numbers and tracking your tasks. These essential functions are explored in this course, and we will also look at some hidden gems which will help you to be more productive in Outlook.

Designed for all new system users. The instructions and examples used in this training are based on the Windows system which will vary to Web, Android, iOS, and MacOS System use.

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