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About the course Microsoft Outlook for beginners

Microsoft Outlook course, in this course designed to equip participants with the essential skills and knowledge required to effectively utilize Microsoft Outlook for email management, calendar scheduling, task tracking, and communication. Throughout this course, participants will explore the various features and functionalities offered by Outlook, including email organization, contact management, and integration with other Microsoft Office applications. From composing and sending emails to setting up meetings, managing contacts, and creating tasks, this course covers it all. Participants will also learn how to customize Outlook to suit their specific needs, increase productivity, and streamline their daily workflow. Whether you're a beginner looking to get started with Outlook or an experienced user seeking to enhance your proficiency, this course provides valuable insights and practical techniques to help you make the most of Microsoft Outlook. Join us as we delve into the world of Microsoft Outlook, empowering you to stay organized, connected, and productive in your personal and professional life.

Computer Softwares Category's Courses

Course Lesson(2)

Lesson 1 : **How to Set Out of Office in Outlook**

Lesson 2 : **Microsoft 365 Training Course Beginner Guide to Essential Basics with M365**

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