Mindluster Platform

About the course Sending and receiving email in outlook

Sending and receiving email in outlook, in this course provides a comprehensive guide to mastering email communication in Microsoft Outlook. Youâ€™ll learn how to compose, send, and organize emails efficiently, including adding attachments, formatting messages, and using CC and BCC effectively. The course covers receiving and managing emails with tips on using folders, rules, and categories for better organization. Explore features like email signatures, auto-replies, and scheduling emails for optimal communication. Additionally, youâ€™ll gain insights into troubleshooting common email issues and optimizing account settings for seamless operation. Ideal for professionals and beginners, this course equips you with the skills to enhance productivity through Outlook email management.

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