

E-LEARNING - OUTLOOK 365: CALENDAR, TASKS, PEOPLE AND MORE

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 calendars, tasks and people. In addition, you will learn how to interact with other Office applications and how to use Outlook on the go.



Parameters

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