



EduCourse Online Learning Certificate

# Microsoft Outlook - Basics

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**KOFFI OFFORI**

Sections Completed in this Course

- Basics Of Outlooks • Sending and Receiving Mails • Organizing and Managing Emails • Managing Contacts • Managing your Calendar • Collaborating with Calendars

Oct 19, 2020

DATE



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ISSUED BY