



Online kursus – k90661

Microsoft Office 365: Beginning Outlook

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Title	Estimated Duration (hrs)
Outlook Office 365 (Windows): Setting Up	0.53
Outlook Office 365 (Windows): Sending & Receiving Email	1.10
Outlook Office 365 (Windows): Illustrating Email	1.28
Outlook Office 365 (Windows): Contact Tools	0.97
Outlook Office 365 (Windows): Calendar Tools	1.17
Outlook Office 365 (Windows): Formatting Email Text	0.95
Outlook Office 365 (Windows): Designing & Shaping Email	0.80
Outlook Office 365 (Windows): Proofing Email	0.58
Outlook Office 365 (Windows): Tagging, Sorting & Filtering Email	0.80
Outlook Office 365 (Windows): Organizing Emails	0.80
Outlook Office 365 (Windows): Optimizing Workflows	0.83
Outlook for Office 365: Configuring the Client	0.67