

# Microsoft Outlook



Microsoft Outlook is a personal information manager and e-mail communication software, which allows users to

manage e-mails, calendar, tasks, and address books.

In Level 1, students will learn the basic functions of Outlook, including, creating a new message, responding to messages, attach files, organizing messages in folders, filtering messages, message settings and delivery options, and customizing how you view messages.

In Level 2, students will be taught mail formatting, notes, scheduling appointments, journal entries, customizing the calendar, and much more.