

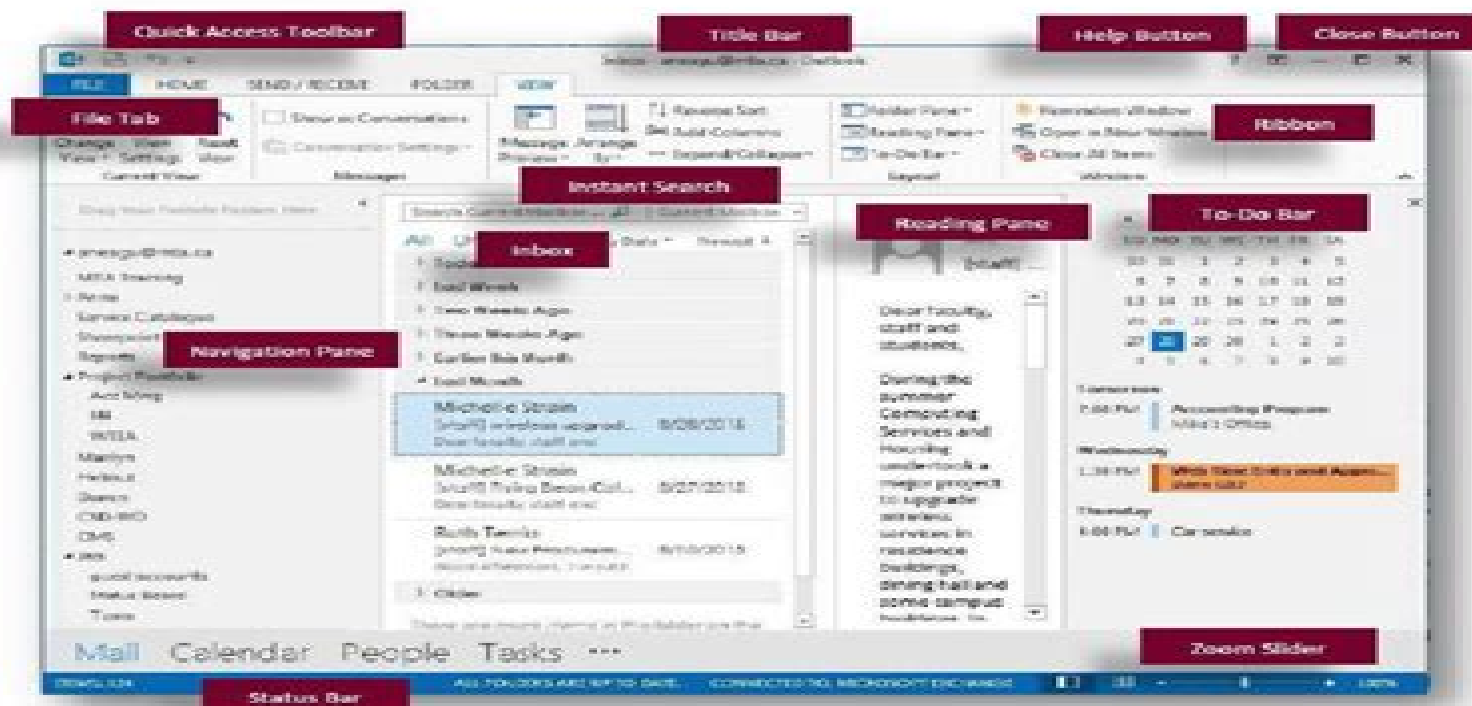
Lesson 1 Introduction to Microsoft Outlook

Welcome to Microsoft Outlook. Outlook is a mailing system that is used by majority of business, by keeping in contact with staff members.

Depending on which Outlook you are using the features are all the same just the appearance may be slightly different, but in operating the programme it is much the same.

These lessons are based on Outlook 2013.

Let us start by becoming familiar with the front screen, **Table 1**



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