



## Detailed Course outline - Needs analysis

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#### ➤ Sending Email

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- ✓ How Outlook Mail Works
- ✓ Composing An Email Message
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- ✓ Adding Importance
- ✓ Requesting Message Receipts
- ✓ Sending The Message
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- ✓ Sending A Courtesy Copy
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## Detailed Course outline - Needs analysis

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- ✓ Using The Scheduling Assistant
- ✓ Scheduling Meetings Using Calendar Groups

Duration 1/2 Day

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