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Axzo Press. No binding. Book Condition: New. Spiral-bound. 240 pages. Dimensions: 10.8in. x 8.7in. x 0.6in. This ILT Series course covers the basic functions and features of Outlook 2010. Students will learn how to read, create, send, and forward e-mail messages. Students will then learn how to manage messages and attachments, configure message options, and use search folders. Students will also learn how to manage contacts, use the People Pane, work with tasks, create appointments, and schedule meetings. This course will...

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