



# Outlook Introduction

*Debbie McCusker*

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## **Outlook Introduction** Debbie McCusker

Outlook is designed to assist you with sending and managing email as well as scheduling and managing appointments, meetings, events, tasks, and contacts. Outlook can also be used to track activities, open and create documents, and share information.

This step-by-step manual shows you how to use Outlook to manage each of these activities.

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