Free Online Course

Using Outlook.com

This online course will cover:

- Setup an Outlook Account

- Compose an email message

- Read, Reply & Forward email message (s)

- Attachments

- Using OneDrive and Office Apps

Don't have a computer, no problem instructions for Smart mobiles

To start learning

Go to your website http://mcls.ac.uk/ (scroll down page)
and complete the online form enter Using Outlook as the course