



Outlook 2013 For Dummies

By Bill Dyszel

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Outlook 2013 For Dummies, Bill Dyszel, The fun and friendly way to manage your busy life with the new Outlook 2013 As the number one e-mail client and personal information manager, Microsoft Outlook offers a set of uncomplicated features that maximize the management of your e-mail, schedule, and general daily activities, with the least amount of hassle possible. This easy-to-understand guide walks you through Outlook 2013 and introduces you to the latest features. You'll learn how to find information quickly, handle e-mail, coordinate schedules, keep current with contacts and social networks, and much more. * Walks you through getting started with Outlook 2013 and then provides you with complete coverage on e-mail basics, advanced e-mail features, working with the calendar, managing contacts, and integrating Outlook with other applications * Shows you how to track tasks, take notes, and record items in the journal, as well as filter out junk e-mail, activate Outlook's privacy and security features, and more * Explains how to customize your Outlook, manage all the information within Outlook, and take Outlook on the road Outlook 2013 For Dummies offers you a whole new outlook on Outlook...



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