



## Outlook 2010 for Dummies (Paperback)

By Bill Dyszel

John Wiley and Sons Ltd, United Kingdom, 2010. Paperback. Condition: New. 1. Auflage. Language: English . Brand New Book. Get up to speed on the new features of Outlook 2010 with this fun and friendly guide Although Microsoft Outlook is the number one most popular e-mail and productivity tool, many utilize only a fraction of its true potential. This easy-to-understand guide walks you through an abundance of often-overlooked tips and tricks so that you can take advantage of all that Outlook has to offer. Outlook 2010 For Dummies introduces you to the user interface, and explains how to use the To-Do bar, filter junk email, and make the most of Outlook s anti-phishing capabilities. Before you know it, you ll be managing e-mail folders; sharing your calendar; using RSS support; integrating tasks with OneNote, Project, Access, and SharePoint Services; accessing data with two-way sync and offline access; and more. \* Shares invaluable advice for taking advantage of the newest version of the most popular e-mail and productivity tool: Outlook 2010 \* Reveals little-known tips and tricks of underused features of Microsoft Outlook \* Presents information in the beloved fun and friendly For Dummies style, showing you how to manage your...



**READ ONLINE**  
[ 1.5 MB ]

### Reviews

*An exceptional publication as well as the font applied was intriguing to learn. It usually does not charge an excessive amount of. Its been designed in an exceedingly basic way and it is just after i finished reading through this book through which in fact altered me, modify the way in my opinion.*

-- Haylee Hackett

*It in a of the best ebook. It generally is not going to expense excessive. It is extremely difficult to leave it before concluding, once you begin to read the book.*

-- Ara Williamson