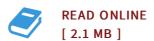




## **Outlook 2013 For Dummies**

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 email, 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...



## Reviews

A top quality publication along with the font used was intriguing to read. I really could comprehended everything using this written e ebook. Its been designed in an remarkably straightforward way and it is only after i finished reading through this publication by which basically altered me, modify the way i believe.

-- Cathrine Larkin Sr.

Very useful to all of group of people. I actually have read through and so i am certain that i will planning to study yet again once again down the road. I am just very easily can get a satisfaction of looking at a created book.

-- Mark Bernier