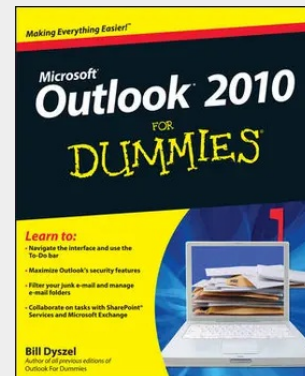


Outlook 2010 For Dummies

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 e-mail, share your calendar, use RSS support, access data, and more * Describes how to manage your day by filtering junk e-mail, using the To-Do bar, taking advantage of anti-phishing capabilities, and much more This helpful guide shows you how to work smart with Outlook 2010!

Easily manage your e-mail, keep track of your schedule, and connect to business networks Are you ready to improve your workflow and simplify your life? You'll be surprised at all the things you can accomplish once you learn how to effectively use Outlook 2010. This book shows you how to take advantage of the latest features and better manage your e-mail, take control of your tasks and contacts, and improve the way you do business. * Learn the basics -- find out how to use Outlook for routine tasks such as handling messages and notes * Make your work more efficient -- track your e-mail, contacts, appointments, and everything else you need to keep organized * Tie your Microsoft tasks together -- learn how to take advantage of Outlook's special relationship with Office, Internet Explorer, and Windows * Go beyond the basics -- customize Outlook and set up Internet e-mail accounts * Get rid of spam -- discover how to filter e-mail to eliminate spam and get the most out of Outlook's security features * Coordinate with others -- share schedule and task information with other people, synchronize information with them, and even assign tasks Open the book and find: * Tips for setting up the Navigation pane * How to use Outlook's most powerful productivity tools * The essential secrets of e-mail * Steps for organizing your messages * Ways to collaborate with Exchange * How to track your social media subscriptions * Techniques to enhance Outlook security * How to access your Outlook data from anywhere Learn to: * Navigate the interface and use the To-Do bar * Maximize Outlook's security features * Filter your junk e-mail and manage e-mail folders * Collaborate on tasks with SharePoint Services and Microsoft Exchange



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