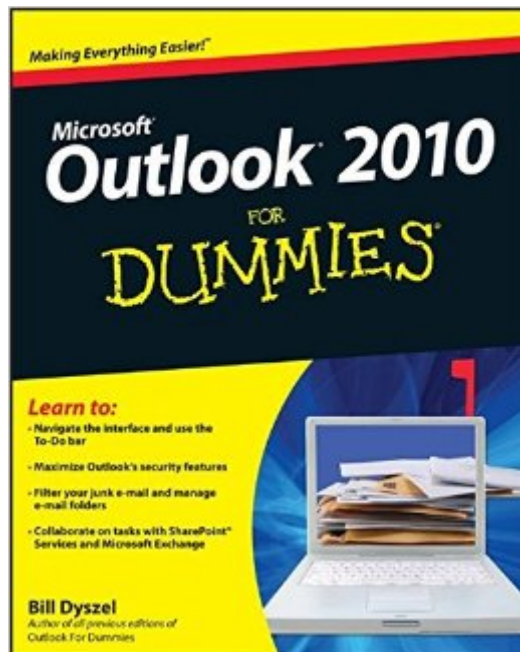


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# Outlook 2010 For Dummies



## Synopsis

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!

## Book Information

Paperback: 384 pages

Publisher: For Dummies; 1 edition (May 10, 2010)

Language: English

ISBN-10: 0470487712

ISBN-13: 978-0470487716

Product Dimensions: 7.4 x 0.8 x 9.2 inches

Shipping Weight: 1.8 pounds (View shipping rates and policies)

Average Customer Review: 3.9 out of 5 stars See all reviews (30 customer reviews)

Best Sellers Rank: #374,224 in Books (See Top 100 in Books) #36 in Books > Computers & Technology > Networking & Cloud Computing > Network Administration > Email Administration #37 in Books > Computers & Technology > Software > E-mail #5147 in Books > Textbooks > Computer Science

## Customer Reviews

I have always viewed the Dummies books as making sure I knew the very basics before worrying about special embedded complications, but this book has disappointed me thoroughly. Best

example I can think of: I wanted to know how to change the default text style and size for e-mail messages. Do you think I could find any mention of that in the book? No way... and it was then I realized I could have found the answer on the web without buying this book. If you're an advanced user, this is your meat, but if you are looking for a primer for the basics to just understand the program, look elsewhere.

This is a good basic reference for Outlook. It does not cover every possible topic in Outlook but it gives the basics you need to be a reasonably proficiency user. A handy reference for those who want to send and receive e-mails and use some of the features to aid them in organizing their messages and a bargain as far as price. If you need to know more than this there are more detailed books out there, but this should work for most folks. I am ordering 16 copies to hand out to adults taking a basic class I am teaching in the subject.

I know how to use Outlook 2010 but, was looking for something that would help me with the little tricks of the trade. While this has a lot of useful information and I use it almost everyday, it didn't have everything that I was looking for. So, I went on the internet, got the info I needed and wrote it into the book so that I can have everything in one place.

Like most of the "Dummies" books, Outlook 2010 for Dummies filled the bill. It was informative, written in a light, interesting and educational way and laid out to help you work through the Outlook format you are learning. If you're looking to master this new email system, this is the book for you.

Not specific enough for my needs. What? 14 more words required? OK. It should include a website ref. where I can find out the answers to my detailed questions - like why I now have two different sections in my Contacts list from importing them from two different sources the same way? I want to merge them...

Such a helpful book. I never used Outlook until I got the Outlook 2010, and this book helps me with all the questions. Quick reference and I love it!!

I was able to answer all my questions from this book. I would recommend it to anyone as a reference book.

When you are bogged down with some problem with Outlook 2010, this more often than not digs it out for you and gives you the right answer. Good for Dummies.

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