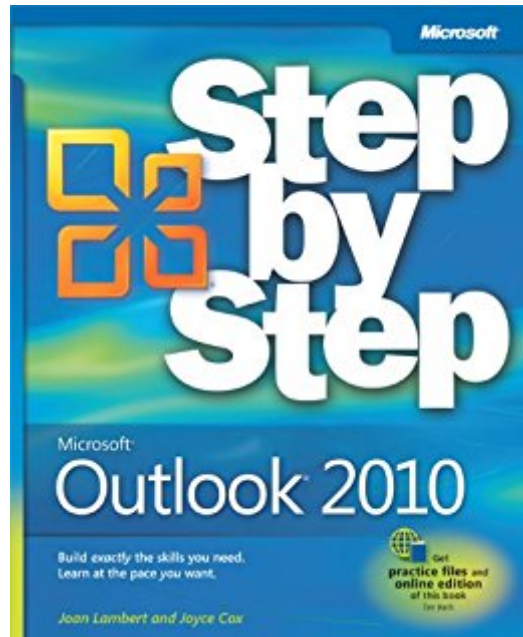


The book was found

# Microsoft® Outlook® 2010 Step By Step



## Synopsis

Experience learning made easy-and quickly teach yourself how to manage your communications with Outlook 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include managing e-mail messages; organizing your inbox, contacts, and task lists; managing and sharing your calendar; scheduling meetings and using collaboration features; working away from the office; customizing Outlook; and more.

## Book Information

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## Customer Reviews

Bought this book to study OUTLOOK 2010 as I went from an older version of OUTLOOK (without the ribbon). Since I had been using OUTLOOK for many years, I just needed to learn the changes and where the commands resided with the ribbon. With the help of this book, just reading it one night, and then the next day installing OUTLOOK 2010, I was ready to go! Everything went great without even a hiccup and I was able to get into OUTLOOK 2010 and get everything I needed to setup in no time with the help of this superb book! I was able to install my email accounts, and since I had my existing contacts already on my Windows Phone 6.5 with Outlook, I simply synced the contacts into my OUTLOOK 2010 PC in minutes! Then I added appointments into my laptop and

then synced them into my phone! Have been doing this every day with no problems at all! This is a PERFECT version of OUTLOOK and this book has been such a help. It is perfect for reference and I have been referring to it when needed. One more thing that I will add is this: The Microsoft Step by Step Series, I have bought and referred to for many years--especially when I purchase a updated version to a software such as MS Office, Outlook and more. I have found that these books have the easiest to follow instructions in the business! A highly recommended book!

The Microsoft Office 2010 Step by Step series is by far the most easy to understand, careful and methodical learning guide I have ever encountered for any computer software learning. Complete with pictures to aid in showing the reader exactly what their computer should look like if they followed the steps correctly, it makes no assumptions about the individual user's computer savvy--instead defaulting to the position that they know nothing about computers (the way any good computer learning guide SHOULD be written). This series is FAR better than the so called 'for dummies' series, which always left me even more confused after I forced myself to read the first few chapters. I have two of the complete series of books on Microsoft Office 2010, Access 2010 and Outlook 2010. I fully intend to buy the rest of them as soon as I finish devouring these. This series actually makes learning fun. I highly recommend it.

This is a good reference book for those that don't have the time to attend a course. The diagrams and easy explanations allow for skill building at your own pace.

My husband just bought this book for me off my wish list. I've just started using it and find it extremely helpful. So far, the best thing I've learned how to do is connect to internet calendars. For example, I can either import or subscribe to my son's school calendar and the school district calendar. If I import I believe it's like a copy and paste. If I subscribe, I receive updates from the publisher as they occur. Once I have the calendars in Outlook (in addition to my own custom calendar), I can look at them side by side, I can overlay them, or hide the ones I don't want to look at. I am new to Outlook, so this may be basic to most of you, but for me it has been a great time saver and worth the cost of the book. As far as reference books, I have purchased the "Bible" series ("Excel 2003"), and the "Missing Manual" series (Access 2010). Of the three different series, I think the "Step by Step" series is the best for the non techie like me.

'Microsoft Outlook 2010 Step by Step' is the perfect book to learn Outlook 2010 from Top to Bottom.

Filled with nearly 550 pages of content, contents are spread out as follows:01. Getting Started02. Exploring the Interface03. Sending & Receiving E-Mail04. Working With Contact Information05. Scheduling06. Tracking Tasks07. Organizing the Inbox08. Calendar Fun09. Working with Contact Lists10. Enhancing Messages11. E-Mail Settings12. Working Remotely13. Customizing OutlookIf you use Outlook on a daily basis and want to get THE MOST out of this great application, THIS is the place you need to turn to!!\*\*\*\*\* HIGHLY RECOMMENDED

yes this is a good book. One needs to start some where. I find it hard to sit down and go through a book like this to learn software. I give a lukewarm rating because I need something that says do this this and this and done.

Not nearly as comprehensive as I had hoped a "How to" book of 500 pages would be. Having said that I should clarify that it's not really oriented to offices where an assistant manages multiple calendars, for example. I'm ordering another book in the hope that it will provide more detail/cover topics not in this book.

Microsoft Outlook 2010 Step by Step is a very good reference and instruction book for MS Outlook 2010. I actually haven't used Outlook in a few years, so it was a good catcher upper, and even though I now own MS Outlook 2013 (no books on it yet), this book worked just fine for my version. It's very detailed with tons of helpful graphics and designs and I found nearly everything I needed to find in the book, with one exception that I had to Google. It's a pretty exhaustive book and most readers will likely find it more than suits their needs for learning this program. Recommended.

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Book 6) Microsoft Excel 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Zeitmanagement mit Microsoft Office Outlook, 8. Auflage (einschl. Outlook 2010): Die Zeit im Griff mit der meistgenutzten Businesssoftware - Strategien, Tipps ... (Versionen 2003 - 2010) (German Edition) Bundle: New Perspectives on Microsoft Project 2010: Introductory + Microsoft Project 2010 60 Day Trial CD-ROM for Shelly/Rosenblatt's Systems Analysis and Design Microsoft Office 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Office 2010: Introductory (Shelly Cashman Series Office 2010) International Travel and Health 2010: Situation as on 1 January 2010 How to Format a Print Book in 12 Easy Steps: Easily Format Books with Microsoft® Word (Format a Book (Volume 1 of 3)) Microsoft® Windows® XP Inside Out (Bpg-Inside Out) MCSA/MCSE Self-Paced Training Kit (Exam 70-270): Installing, Configuring, and Administering Microsoft® Windows® XP Professional: Installing, ... Second Edition (Pro-Certification)

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