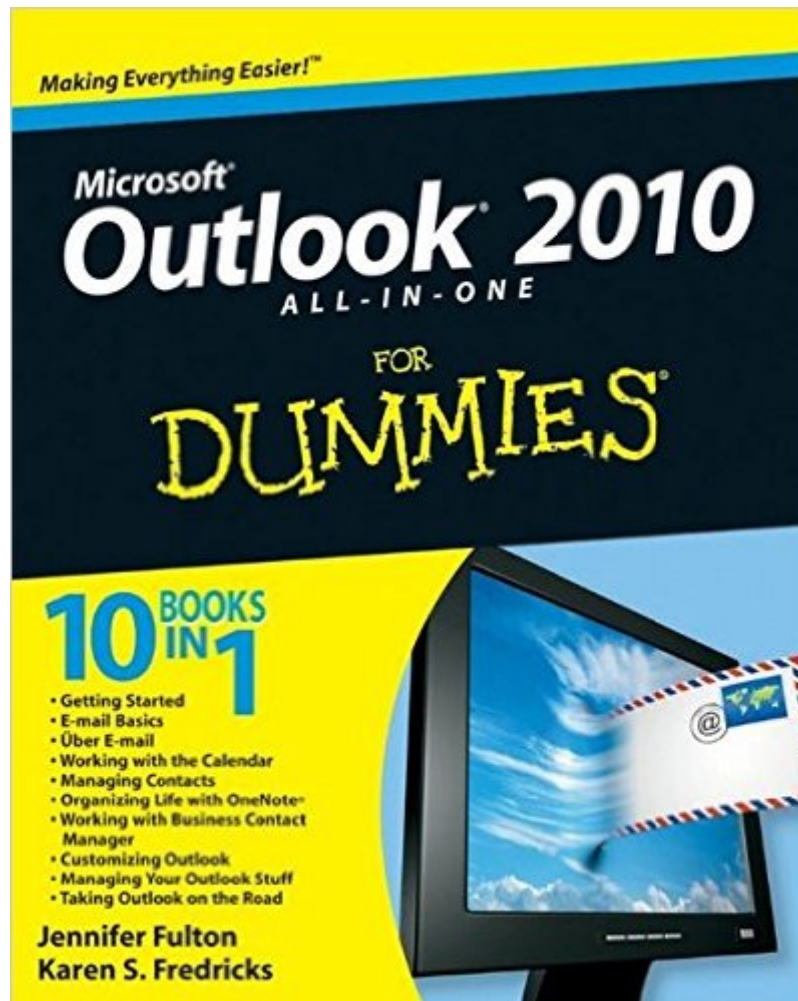


The book was found

# Outlook 2010 All-in-One For Dummies



## Synopsis

Extensive coverage on using Microsoft Outlook to manage and organize your day 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. Comprised of ten minibooks in one and packed with more than 800 pages, this All-in-One For Dummies reference walks you through the convenience of Microsoft Outlook and introduces you to the newest features of the 2010 version. After a description of how to get started with Outlook 2010, youâ™ll get complete coverage on e-mail basics, advanced e-mail features, working with the calendar, managing contacts, and working with Business Contact Manager. Youâ™ll learn how to track tasks, take notes, and record items in the journal, as well as customize and manage Outlook and get mobile with Outlook. Offers soup-to-nuts coverage of Microsoft Outlook 2010, the newest version of the number one most popular e-mail manager Walks you through getting started with Outlook and e-mail basics, and gradually progresses to more advanced features and capabilities of e-mail Explains how to work with the Outlook 2010 calendar and manage your contacts Addresses tracking tasks, taking notes, recording items in the journal, and working with Business Contact Manager Shows you how to customize your Outlook, manage all the information within Outlook, and take Outlook on the road Get a whole new outlook on Outlook 2010 with this complete guide!

## Book Information

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Technology > Networking & Cloud Computing > Network Administration > Email Administration

#59 in Â Books > Computers & Technology > Software > E-mail #7655 in Â Books > Textbooks >

Computer Science

## Customer Reviews

I found this book lacking in too many details about the ins and outs of Outlook 2010. As one critical example, the book sorely lacked detailed how-to information about editing and manipulating the ribbon, a major feature of the program. Overall, this book has too many pages and too little information.

I needed a refresher course in Outlook because I haven't used it much since being laid off from my job three years ago. I recently started a new job and this book came in very handy. The program came back to me quickly thanks to this book. It was easy to find the information I needed and everything is explained perfectly. This book is a must-have for anyone learning the program for the first time or for people like me who need to brush up on the it. A real bargain too.

Macros and VBA offer the real potential for using Office to it's magnificent potential. But it is a difficult subject and not particularly one that I thought could be captured by a "Dummies" book. the author does a great job of laying out the concepts of VBA and the macro view screens in Excel. I would still need some clarification of syntax to do any useful programming but this book is an excellent introduction.

This is my outlook 2010 bible. It has all the info needed to run outlook 2010. ALL THE INFO. No need to buy several books. This one has it all and is easy to understand.

There's a ton of information about a multi-ton product. More information about Business Contact Manager would help. Sharing between computers is more complicated than indicated. And form customization needs much more explanation.

Probably a great book, but I couldn't make sense of it. the classic "For Dummies" look is obliterated in the Kindle format. All the headings are reduced to normal typeface, there aren't even spaces between the sections. It's impossible to tell where a section starts or ends. Using this huge book as a reference is impossible without these visual cues. I would have been fine with bold headings or large headings. I don't need the funny font "For Dummies" uses, but I need something. Don't get this book on Kindle!

It's a little too big and when I went in to look for "delete e-mails" I couldn't find anything. There's lot of verbage, but I little in the way of making it MORE SIMPLE to understand.

Sometimes revenge is sweet, now it's my turn....My other computer (Win XP) runs OE just fine but this new computer's Outlook 2010 is driving me nuts trying to learn the BASIC stuff that is easy to learn with OE. They finally get to working with addresses on page 108. A contact folder was made manually but when I go to send an e mail, I can't find the e mail address list. This monster of a book is like a fire drill gone bad in China. Totally confusing just like G Mail and all the rest written up by geeks. I want a simple program a 68 year old can understand. My XP computer is back from the shop but I can't connect to the provider. Anyone know about routers? James Hill

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