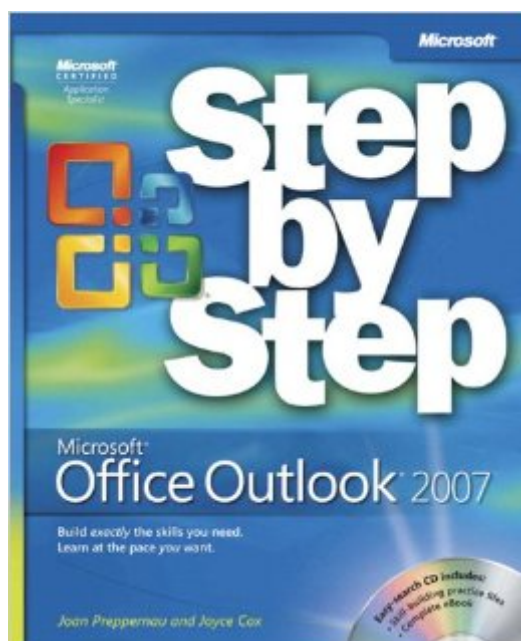# MicrosoftÂ® Office OutlookÂ® 2007 Step By Step

Synopsis

Experience learning made easyâ ”and quickly teach yourself how to manage your communications with Outlook 2007. With Step By Step, you set the paceâ ”building and practicing the skills you need, just when you need them! Send e-mail, schedule meetings, and organize tasks for easy follow-up Manage your inbox with rules, folders, and search filters Share your calendar with anyone via e-mail or on the Web Manage RSS feeds and newsgroupsâ ”without leaving your inbox Learn ways to block spam and protect your sensitive messages Personalize the way Outlook 2007 looks and works Your all-in-one learning experience includes: Files for building skills and practicing the bookâ ™s lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eReferenceâ ”plus other resources on CD A Note Regarding the CD or DVDThe print version of this book ships with a CD or DVD. For those customers purchasing one of the digital formats in which this book is available, we are pleased to offer the CD/DVD content as a free download via O'Reilly Media's Digital Distribution services. To download this content, please visit O'Reilly's web site, search for the title of this book to find its catalog page, and click on the link below the cover image (Examples, Companion Content, or Practice Files). Note that while we provide as much of the media content as we are able via free download, we are sometimes limited by licensing restrictions. Please direct any questions or concerns to booktech@oreilly.com.

Book Information

Series: Step by Step

Paperback: 432 pages

Publisher: Microsoft Press; 1 edition (January 31, 2007)

Language: English

ISBN-10: 0735623007

ISBN-13: 978-0735623002

Product Dimensions: 7.4 x 1.3 x 8.9 inches

Shipping Weight: 1.9 pounds (View shipping rates and policies)

Average Customer Review: 3.9 out of 5 starsÂ Â See all reviewsÂ (17 customer reviews)

Best Sellers Rank: #1,113,933 in Books (See Top 100 in Books)   #55 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Outlook   #105 inÂ Books > Computers & Technology > Software > E-mail   #120 inÂ Books > Computers & Technology > Networking & Cloud Computing > Network Administration > Email Administration

Customer Reviews

The Microsoft Step-by-Step series is just perfect for someone getting used to the Microsoft Office programsor as a reference for those already using them.Not as in-depth as the Microsoft Inside Out series, but most people don't need that level of detail.The Step-by-Step books are the ones I've always used.

I originally had a book that had all 9 of the Microsoft office 7 books within it and lost it some how! So I saw the books seperatly and decided to purchase them individually! It's costing me more money, but in the long run it will even out for me! Good arrival time and the cost of the beek and cd was an extremly good deal!!

I recommend these Microsoft books for any one that is a beginner because it also gives pictures of what to do. Sometimes the visual learner needs this. Huge help

Has come in very handy to answer all types of questions.

perfect, let the learning begin

It was very helpful to me

Wife uses it a lot.

Thanks!!!

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