

## Outlook 2013 For Dummies

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\* Walks you through getting started with Outlook 2013 and then provides you with complete coverage on e-mail basics, advanced e-mail features, working with the calendar, managing contacts, and integrating Outlook with other applications \* Shows you how to track tasks, take notes, and record items in the journal, as well as filter out junk e-mail, activate Outlook's privacy and security features, and more \* Explains how to customize your Outlook, manage all the information within Outlook, and ...

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### Outlook 2013 For Dummies - dummies

The first time you start Outlook 2013, you ' re prompted to complete several setup operations. The most important of these is to set up your e-mail account. Your e-mail account is the unique e-mail address that you use to send and receive messages.

### How to Set Up Outlook 2013 for E-Mail - dummies

Opening Outlook To open Outlook on a PC: 1. Click on [Start] (the circular button in the bottom left-hand corner of the screen), All Programs, Microsoft Office 2013 and finally Outlook 2013 - note that it may take a while to fully open up 2. The first time that you use Outlook on your own PC, follow the instructions given in Using

### Microsoft Outlook 2013 A Beginners Guide

If you already use Microsoft Office, then you already have the ultimate tool to sate that craving: Outlook 2013. Outlook is vital in many organizations, not simply for its obvious email skills, but it ' s calendaring, tasks, and contacts talents as well. A typical company can connect Outlook to an Exchange server, and everyone can share the same address book and calendars, making it a great tool for enterprise level collaboration.

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