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# Microsoft Outlook 2013 Plain & Simple



## Synopsis

Learn the simplest ways to get things done with Microsoft Outlook 2013. Get the full-color, visual guide that makes learning Microsoft Outlook 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn how to stay productive and keep in touch with all of your personal, business, and social media networks. Here's WHAT you'll learn: Format and send messages, files, and photos. Set up mobile alerts for important messages. Manage your inbox and limit junk mail. Update and share your calendar. Add social media network accounts and collaborate. Connect with and meet contacts online using Lync. Here's HOW you'll learn it: Jump in wherever you need answers. Follow easy STEPS and SCREENSHOTS to see exactly what to do. Get handy TIPS for new techniques and shortcuts. Use TRY THIS! Exercises to apply what you learn right away.

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## Customer Reviews

With Windows 8 everything changes, and does not look like anything you have seen before. Outlook is new and take time to get familiar. This book helps speed up the learning curve.

The Plain & Simple Guide is very helpful especially when you're not sure of how to solve a simple problem. Will share with others who might need a quick tutorial.

It came in handy when I installed Outlook 2013 but I found it lacking in places on setting up contacts! Easy to read and understand!

Plain and Simple products are easy to read. Great for learning and subsequent reference.

It has been very helpful and easy to follow, makes learning easy

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