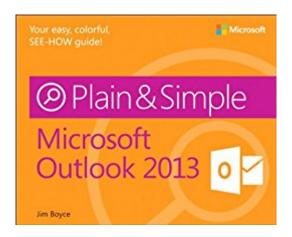# Microsoft Outlook 2013 Plain & Simple

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 bookâ ™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.   Hereâ ™s WHAT youâ ™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 Hereâ ™s HOW youâ ™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

Book Information

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Customer Reviews

With Windows 8 everything changes, and does not look alike 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

Microsoft Outlook 2013 Plain & Simple Take Back Your Life!: Using Microsoft Outlook to Get Organized and Stay Organized: Using Microsoft(r) Outlook(r) to Get Organized and Stay Organized (Bpg-Other) Microsoft Outlook 2010 Plain & Simple GO! with Microsoft Outlook 2013 Getting Started (GO! for Office 2013) Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Microsoft Outlook Shortcut - A Rapid Reference: Over 345 Rarely Known and Used Outlook Shortcuts Zeitmanagement mit Microsoft Office Outlook, 8. Auflage (einschl. Outlook 2010): Die Zeit im Griff mit der meistgenutzten BÃ rosoftware - Strategien, Tipps ... (Versionen 2003 - 2010) (German Edition) Microsoft Access 2013, Fast and Easy: A Beginners Tutorial for Microsoft Access 2013 (Get It Done FAST Book 14) Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions) Microsoft Outlook 2013 Inside Out Microsoft Outlook 2013 Step by Step 77-423 Microsoft Outlook 2013 Work Smarter Tips for Microsoft Office Outlook 2013 Microsoft Outlook 2013 Training & Quick Tips, Tricks & Shortcuts - 6 Page Tri-Fold (Software Quick Reference Cards) Microsoft Outlook Web App (OWA) for Exchange 2013 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Office 2010 Plain & Simple Microsoft PowerPoint 2010 Plain & Simple Cool Colleges: For the Hyper-Intelligent, Self-Directed, Late Blooming, and Just Plain Different (Cool Colleges: For the Hyper-Intelligent, Self-Directed, Late Blooming, & Just Plain Different) Exploring Microsoft Access 2013, Comprehensive (Exploring for Office 2013)