



# Outlook 2013 For Dummies

*Bill Dyszel*

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**Outlook 2013 For Dummies** Bill Dyszel

## **The fun and friendly way to manage your busy life with the new Outlook 2013**

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. This easy-to-understand guide walks you through Outlook 2013 and introduces you to the latest features. You'll learn how to find information quickly, handle e-mail, coordinate schedules, keep current with contacts and social networks, and much more.

- 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 take Outlook on the road

*Outlook 2013 For Dummies* offers you a whole new outlook on Outlook 2013!

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