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Microsoft Outlook 2007 Ben M. Schorr, 2008 Outlook is the most used application in Microsoft Office, but are you using it to your greatest advantage? The Lawyer's Guide to Microsoft Outlook 2007 is the only guide written specifically for lawyers to help you be more productive, more efficient, and more successful. More than just email, Outlook is also a powerful task, contact, and scheduling manager that will improve your practice. From helping you log and track phone calls, meetings, and correspondence to archiving closed case material in one easy-to-store location, this book unlocks the secrets of underappreciated features that you will use every day. Written in plain language by a twenty-year veteran of law office technology and ABA member, you'll find tips and tricks to effectively transfer information between all components of the software. The eight new features in Outlook 2007 that lawyers will love. A tour of major product features and how lawyers can best use them. Mistakes lawyers should avoid when using Outlook. What to do when you're away from the office. **Using**

Microsoft Outlook 2002 Gordon Padwick, 2001 Special Edition Using Microsoft Outlook 2002 is a business-focused guide to Microsoft Outlook. It focuses on maximizing user productivity with real-world techniques in real-world environments. Topics covered include: Using Outlook as a sharing tool; Creating and changing security settings; Customizing the folder list; Using Outlook as a client for other messaging systems; Using Outlook as a client for exchange server and other information systems.

The Unofficial Guide to Outlook 2007 Marc Orchant, 2007-04-02 Microsoft Outlook 2007 is a major update, and to use it with confidence, you need to know its quirks and shortcuts. Readers will find unbiased information on everything from simple tasks like working with schedules and the calendar to expertly managing contacts and expediting repetitive or common tasks.

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