

Quick Start Guide

Microsoft Outlook 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Make it yours

Customize Outlook. Choose different color schemes and different backgrounds, and synchronize them with your other computers.

Search

You can search a folder, subfolders, even other mailboxes.

Manage message tasks in the Message List

Categorize, Flag, or Delete messages right where they live—in the Message List.

Backstage view

Click the **File** tab to open the Backstage view, where you add account and change settings.

Reply from the reading pane

Reply and Forward right from the reading pane. Write a reply in the reading pane, too.

Peek

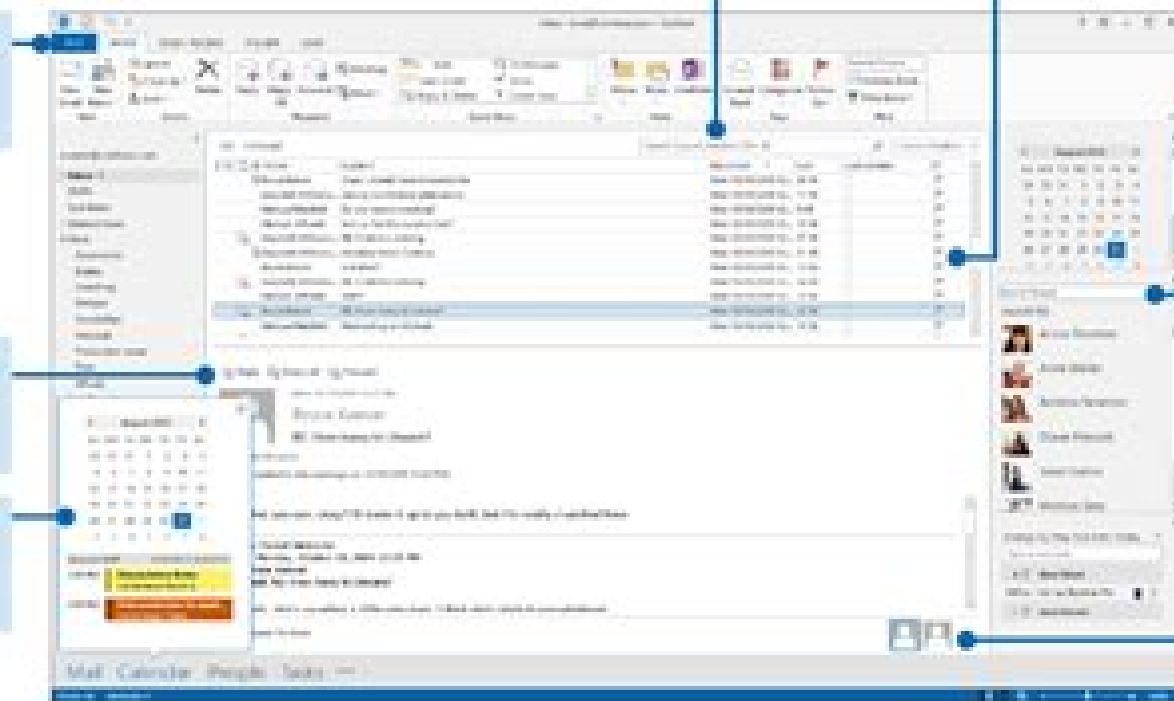
See a quick view of your Calendar, People, and Tasks. Even see upcoming appointments.

Do more in the To-Do Bar

The To-Do Bar displays the date navigation, your appointments, people, and your task list.

People pane

See details about everyone in the **To**, **From**, or **Cc** lines for each message.



Microsoft Outlook Users Manual

Kathleen Armour



Microsoft Outlook Users Manual:

Adopting the Beat of Appearance: An Emotional Symphony within **Microsoft Outlook Users Manual**

In some sort of taken by monitors and the ceaseless chatter of fast communication, the melodic beauty and mental symphony produced by the published term frequently fade into the background, eclipsed by the constant sound and disruptions that permeate our lives. However, nestled within the pages of **Microsoft Outlook Users Manual** a wonderful fictional treasure overflowing with organic feelings, lies an immersive symphony waiting to be embraced. Constructed by an elegant musician of language, that fascinating masterpiece conducts viewers on a mental trip, well unraveling the concealed songs and profound impact resonating within each carefully crafted phrase. Within the depths of this emotional evaluation, we can examine the book is key harmonies, analyze their enthralling publishing design, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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