

## 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

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Paszynski, Valeria V.  
Krzhizhanovskaya, Jack J.  
Dongarra, Peter M.A. Slood**

## **Microsoft Outlook Users Manual:**

**Outlook 2007 on Your Side User Manual** E. N. I. Editions, ENI Publishing, France, 2008-02-04 This practical guide presents all the features of the Microsoft Outlook 2007 e mail application After becoming familiar with the application s working environment you will then learn how to send and receive all types of messages and personalise your mail box message format signatures junk e mail filters etc The third section teaches you how to use the Calendar for managing your appointments meetings and events You will then learn about all the other folders in Outlook contacts tasks notes and the journal The last section teaches you how to use the all the features you will need for managing the different items that can be created with Outlook

**Office User Guide for MicroStrategy 9.2.1m** MicroStrategy Product Manuals

Staff, MicroStrategy Product Manuals, 2011-12-20 **Using Microsoft Outlook 2000** Gordon Padwick, Helen Bell

Feddema, 1999 Special Edition Using Microsoft Outlook 2000 provides all the information a user administrator or programmer needs to maximize their use of Microsoft Outlook 2000 While the book quickly covers the basics of Outlook it focuses with much greater intensity on advanced information contact calendar and e mail management techniques for both the Internet E mail Only version of Outlook as well as the Corporate Workgroup variation The book covers in great detail the use of Outlook on a LAN as a client for Microsoft Exchange Server Microsoft Mail and cc Mail and it offers expert advice on a multitude of ways to customize Outlook for maximum personal productivity Special Edition Using Microsoft Outlook 2000 also includes an entire section on developing Outlook based applications with custom fields custom forms VBScript and other Office applications

**Office User Guide for MicroStrategy 9. 3** MicroStrategy Product

Manuals, MicroStrategy, 2012-09-30 Microsoft Outlook Users Manual for Butte County Office of Education Teresa

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**Decisions 0038** ,      **Computational Science - ICCS 2023** Jiří Mikyška, Clélia de Mulatier, Maciej Paszynski, Valeria V.  
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