

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

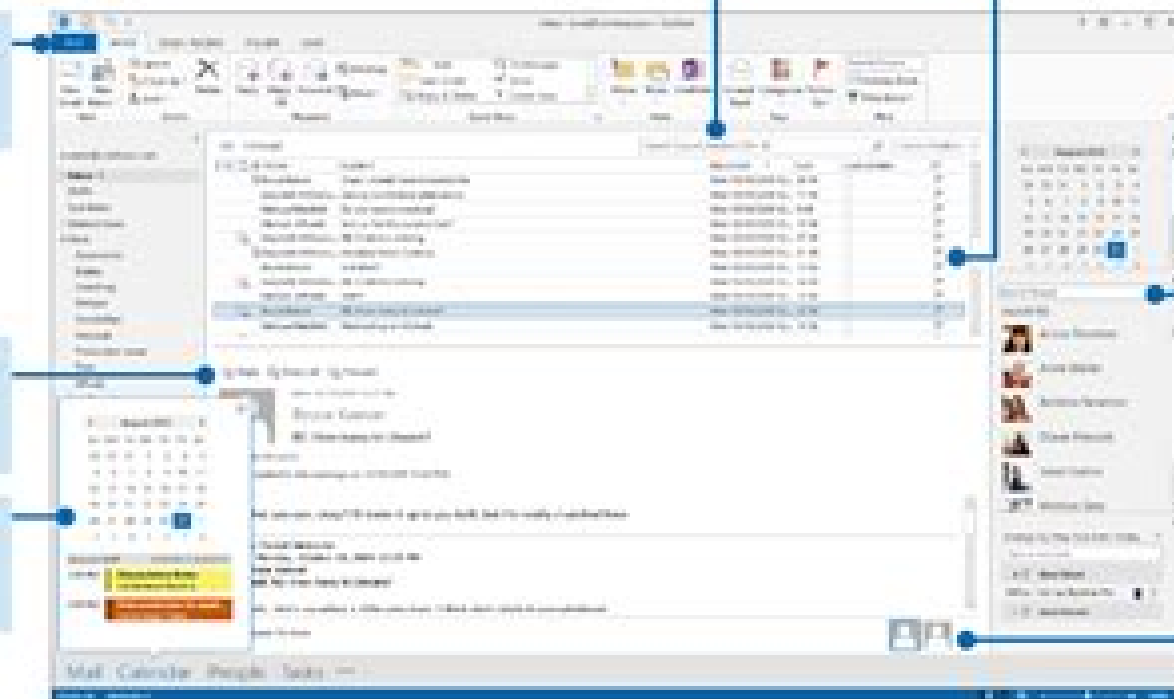
See a quick view of your Calendar, People, and Tasks. Even see upcoming appointments.

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 User Manual

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Microsoft Outlook User Manual:

Unveiling the Energy of Verbal Art: An Psychological Sojourn through **Microsoft Outlook User Manual**

In some sort of inundated with displays and the cacophony of instant communication, the profound energy and psychological resonance of verbal artistry usually fade in to obscurity, eclipsed by the constant onslaught of sound and distractions. However, nestled within the lyrical pages of **Microsoft Outlook User Manual**, a captivating function of literary elegance that pulses with raw thoughts, lies an memorable journey waiting to be embarked upon. Penned by way of a virtuoso wordsmith, this exciting opus manuals readers on a mental odyssey, gently exposing the latent possible and profound affect embedded within the elaborate web of language. Within the heart-wrenching expanse of this evocative evaluation, we will embark upon an introspective exploration of the book is main subjects, dissect their fascinating publishing style, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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