

Manual del Usuario para Microsoft Outlook 2010

Microsoft Outlook 2010

Microsoft Outlook es una aplicación de gestión de correo, así como agenda personal, que nos permite la comunicación con miles de personas en todo el mundo a través de mensajes electrónicos.

- Administrar varias cuentas de correo electrónico desde un único lugar.
- Puede administrar fácilmente los mensajes de correo electrónico de varios buzones.
- Administrar fácilmente grandes volúmenes de correo electrónico y Personalizar tareas comunes en comandos de un solo clic.
- Búsquedas para encontrar fácilmente lo que requiere.
- Crear mensajes de correo electrónico que llamen la atención. Por medio de las herramientas de office.

Dentro de las funciones disponibles, explicaremos las más utilizadas.

Reglas de carpeta

Los que utilizan Microsoft Outlook con frecuencia suelen recibir muchos correos electrónicos en un solo día. Aunque el sistema te permite mover manualmente los correos electrónicos a las carpetas, también puedes configurar reglas que indican a Outlook para mover un email a una carpeta específica en el momento en que se envía o se recibe. Este sistema te ahorra el tiempo de organizar tu buzón de correo, lo que te permite dedicarte a otras actividades.

- ✓ Abrimos la herramienta Microsoft Outlook desde Menú Inicio – Todos los programas – Microsoft Office – Microsoft Office 2010 o clic sobre el acceso directo que se ubica en el escritorio.
- ✓ En la ventana principal de esta herramienta, seleccionamos la pestaña "Inicio" y buscamos dentro de la barra de herramientas de acceso rápido el icono "Reglas", se desplegará el menú y seleccionamos la opción "Administrar reglas y alertas".

Microsoft Outlook 2010 Manual

Jin-Ying Zhang



Microsoft Outlook 2010 Manual:

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