

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 2user Guide

AN Whitehead



Microsoft Outlook 2user Guide:

Whispering the Secrets of Language: An Emotional Journey through **Microsoft Outlook 2user Guide**

In a digitally-driven world wherever monitors reign great and instant conversation drowns out the subtleties of language, the profound secrets and emotional nuances hidden within words usually move unheard. However, located within the pages of **Microsoft Outlook 2user Guide** a captivating literary value pulsating with natural feelings, lies a fantastic journey waiting to be undertaken. Written by an experienced wordsmith, this enchanting opus attracts visitors on an introspective journey, gently unraveling the veiled truths and profound influence resonating within ab muscles cloth of each and every word. Within the psychological depths of this touching review, we can embark upon a heartfelt exploration of the book is key themes, dissect their charming publishing type, and yield to the powerful resonance it evokes strong within the recesses of readers hearts.

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