



How to Do Everything with Microsoft Office Outlook 2007

Bill Mann

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Get the most out of the all-new release of Outlook

Centralize communications and schedule management with Outlook 2007 using this easy-to-use guide. Get a quick tour of new and updated Outlook features, including the redesigned interface, then dig into managing your e-mail; recording and tracking appointments and upcoming events; integrating with other Office applications; and much more. With valuable tips on customization, security, and mobilizing your Outlook data, this is a must-have resource for every Outlook 2007 user.

- Navigate the new interface and learn keyboard shortcuts
- Manage multiple e-mail accounts, create folders, and automate mail handling
- Learn advanced e-mail management strategies, such as intelligent grouping, filtering, and Color Categories
- Create Tasks and To-Do items and use the To-Do Bar
- Create search folders, plus manage and archive information
- Navigate the Notes and Journal functions
- Customize the user interface, including toolbars and menus
- Secure your account and block junk mail and spam
- Mobilize your Outlook data so you can stay connected while on the road
- Use Outlook with Microsoft Exchange and SharePoint Services
- Connect Hotmail and Gmail accounts to Outlook

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