



- Sleek, new design
- Mail previews
- Weather bar in Calendar
- Social connectors for richer contact views
- Full Exchange support
- Integrates with Lync
- Peeks give quick access to contacts, calendar, and tasks
- Conversation view
- Quick actions
- Mailbox cleanup tools

Addition/change	Description
Attachment Reminder	<p>Before an email message is sent, Outlook 2013 can detect if an attachment was omitted from the message and notify the user. Users can turn off the Attachment Reminder in Outlook 2013 by selecting <b>Don't show this message again</b> in the <b>Attachment Reminder</b> dialog box or by going to <b>File, Options, Mail</b> and under <b>Send messages</b>, selecting <b>Warn me when I send a message that may be missing an attachment</b>.</p> <p><b>Note:</b> This feature is only available in the English version of Outlook.</p>
Add-in Resiliency	<p>To make Outlook more resilient, by default, Outlook 2013 turns off any add-in that adversely affects performance, resiliency, or reliability of Outlook. Users can view and re-enable add-ins by going to <b>File, View Disabled Add-ins</b> in Outlook 2013. If you, as the IT Administrator, do not want Outlook 2013 to automatically disable an add-in when it affects performance, you can use the Outlook Group Policy template (<b>Outlk15.admx</b>) to set the Group Policy option: <b>List of managed add-ins</b>. You can find this setting under <b>User Configuration/Administrative Templates/Microsoft Outlook 2013/Miscellaneous</b>.</p>



# Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing

**Quick Source (Firm)**



## **Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing:**

**Microsoft Outlook 2013 Guide (Speedy Study Guides)** Speedy Publishing, 2014-06-18 Outlook 2013 is an upscale version of the former Outlook. The particular functions are now separated by tabs. The file tab has all the information that is needed to make changes such as save open print options etc. The home tab is where the simple transactions take place such as new mail reply delete etc. Send Receive tab is all about sending and synching files and folders. Folder tab allows changes or formatting to folders. View addresses how you would like to customize the view of your Outlook experience. A chart would be beneficial to compare the old version to the new perhaps showing the ease of the transition. People that prefer the older versions would appreciate knowing where to find the function in the new format if a chart could point this out easily for them. The transition would be much easier.

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**Microsoft Office 2013 Essentials (Speedy Study Guide)** Speedy Publishing LLC, 2014-06-08 When you are looking at the Microsoft Office 2013 Essentials office suite you will find that there are a number of great programs included. Some of the offerings from this productivity suite include Word Excel PowerPoint and Outlook and with a few upgrades you might be able to get more programs. A good chart is something that will help you keep the right kind of shortcuts and features available to you. With a suite this robust it is often easy to forget some of the more obscure but no less useful functions.

**Outlook 2013 Quick Source Guide** Quick Source (Firm), 2013-01-01 *Outlook 2013 Absolute Beginner's Guide* Diane Poremsky, 2013-03-18 Make the most of Outlook 2013 without becoming a technical expert. Outlook 2013 Absolute Beginner's Guide is the fastest way to get comfortable and productive with the newest version of Outlook. Use its powerful new tools and extend it to the web and the latest mobile devices. Whether you're new to Outlook or you're one of the millions who've used previous versions, this practical approachable book will show you how to do exactly what you want, one incredibly clear and easy step at a time. World renowned Outlook tutorial author Diane Poremsky reveals Outlook 2013's power helps you quickly master its updated interface and teaches you how to do all this and more. Use Peek to instantly find what you need without changing views. Set up email just the way you want and sync only your newest mail. Completely control message flow and regain control over your email life. Use advanced email features such as message tracking and deferred delivery. Create and

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reactions which add up to the reaction above write balanced equations for these

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