

## 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.

### Go 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 Users Manual

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you will then learn how to send and receive all types of messages and personalise your mail box message format signatures junk e mail filters etc The third section teaches you how to use the Calendar for managing your appointments meetings and events You will then learn about all the other folders in Outlook contacts tasks notes and the journal The last section teaches you how to use the all the features you will need for managing the different items that can be created with Outlook

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1. This book is structured into several chapters, namely:
  - Chapter 1: Introduction to Microsoft Outlook Users Manual
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  - Chapter 3: Microsoft Outlook Users Manual in Everyday Life
  - Chapter 4: Microsoft Outlook Users Manual in Specific Contexts
  - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Microsoft Outlook Users Manual. This chapter will explore what Microsoft Outlook Users Manual is, why Microsoft Outlook Users Manual is vital, and how to effectively learn about Microsoft Outlook Users Manual.
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5. In chapter 4, this book will scrutinize the relevance of Microsoft Outlook Users Manual in specific contexts. This chapter will explore how Microsoft Outlook Users Manual is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Microsoft Outlook Users Manual. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Outlook Users Manual.

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