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# Microsoft Outlook 2016 Step By Step



## Synopsis

The quick way to learn Microsoft Outlook 2016! This is learning made easy. Get more done quickly with Outlook 2016. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Get easy-to-follow guidance from a certified Microsoft Office Specialist Master Learn and practice new skills while working with sample content, or look up specific procedures Manage your email more efficiently than ever Organize your Inbox to stay in control of everything that matters Schedule appointments, events, and meetings Organize contact records and link to information from social media sites Track tasks for yourself and assign tasks to other people Enhance message content and manage email security

## Book Information

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Average Customer Review: 4.4 out of 5 starsÂ Â  See all reviewsÂ  (10 customer reviews)

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## Customer Reviews

Too much depth for someone upgrading from Vista. Like a text book. Assumes knowledge of more recent versions of Windows.

It is not a book to read from beginning to end. It is great, whenever I have a specific point which I want to research.

Excellent book on how to use outlook! Easy to read and understand and goes step bu step!

Much more technical than I need, probably designed for professional level use.

Detailed instructions I greatly needed - well pleased

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