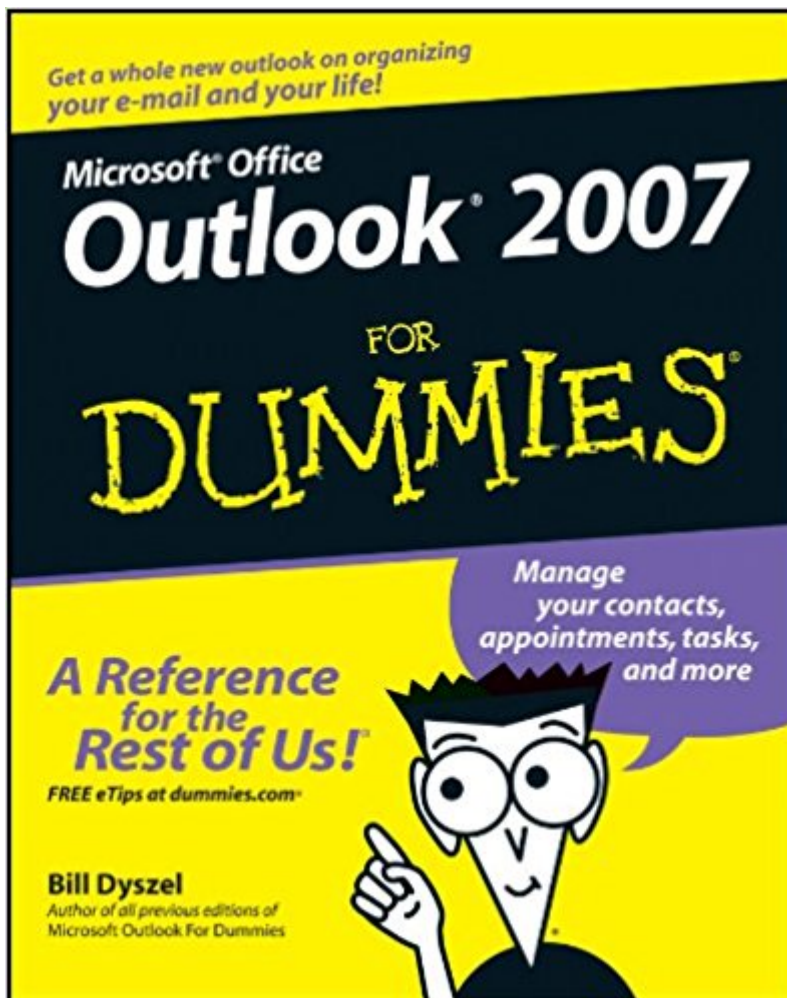




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# Outlook 2007 For Dummies



## Synopsis

Most users take advantage of only two percent of Outlook's power; this book shows them how to harness frequently overlooked tricks and techniques that can significantly boost productivity Shows how to manage time and information in the new interface, covering instant searches, the To-Do bar, color categories, and task integration with OneNote, Project, Access, and Windows SharePoint Services Explains how to connect across boundaries with access to WSS data, two-way sync and offline access, calendar sharing, smart scheduling, RSS support, electronic business cards, and the improved out-of-office assistant Demonstrates how to stay safe and in control with the improved spam filter, anti-phishing capabilities, e-mail postmark features, e-mail folder organization, and information rights management

## Book Information

Paperback: 384 pages

Publisher: For Dummies; 1 edition (December 26, 2006)

Language: English

ISBN-10: 0470038306

ISBN-13: 978-0470038307

Product Dimensions: 7.4 x 0.8 x 9.3 inches

Shipping Weight: 11.2 ounces (View shipping rates and policies)

Average Customer Review: 4.1 out of 5 starsÂ Â See all reviewsÂ (43 customer reviews)

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## Customer Reviews

Some of the books in the overall series are useful and actually go into a reasonable non-expert level of depth for a standard user. This book is nearly useless to anyone except brand new computer owners who have never set up an email account, both of you. For the rest of use who have at least some experience, this is a total waste of postage, assuming you can get the book for a few cents. I needed to have a reference for a couple of reasonably common tasks that I need to do so rarely that i forget where they are located in the program. Nothing I attempted to find out in this book is in the book. So I am back to typing inquiries into google. I am not a fan of google, too much paid

advertising getting in ahead of the information. But in the long run, at least you can eventually find out how to do things in Windows and other Microsoft software. I wrongly assumed the book would avoid the misdirection and convoluted route to information needed on google. Here's one example (of many) that takes about 5 or 6 minutes on google, and is nowhere in the book. Let's assume a real Dummy does not know that if he sets up an email account for the first time in Outlook and checks his emails, that those emails will no longer remain on his ISP mail server and therefore he cannot now get them at work or his kids computer or anywhere else because Outlook 2007 defaults remove them from the POP3 server as soon as they are in Outlook. Or let's assume, he screws it up and in his ignorance he has to delete the account he created and start over (a favorite of tech support reps everywhere). Would it not be useful information, even in a Dummies book, to warn us that this can happen, and maybe even for the more talented Dummies give some instruction how to prevent the problem in the first place.

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