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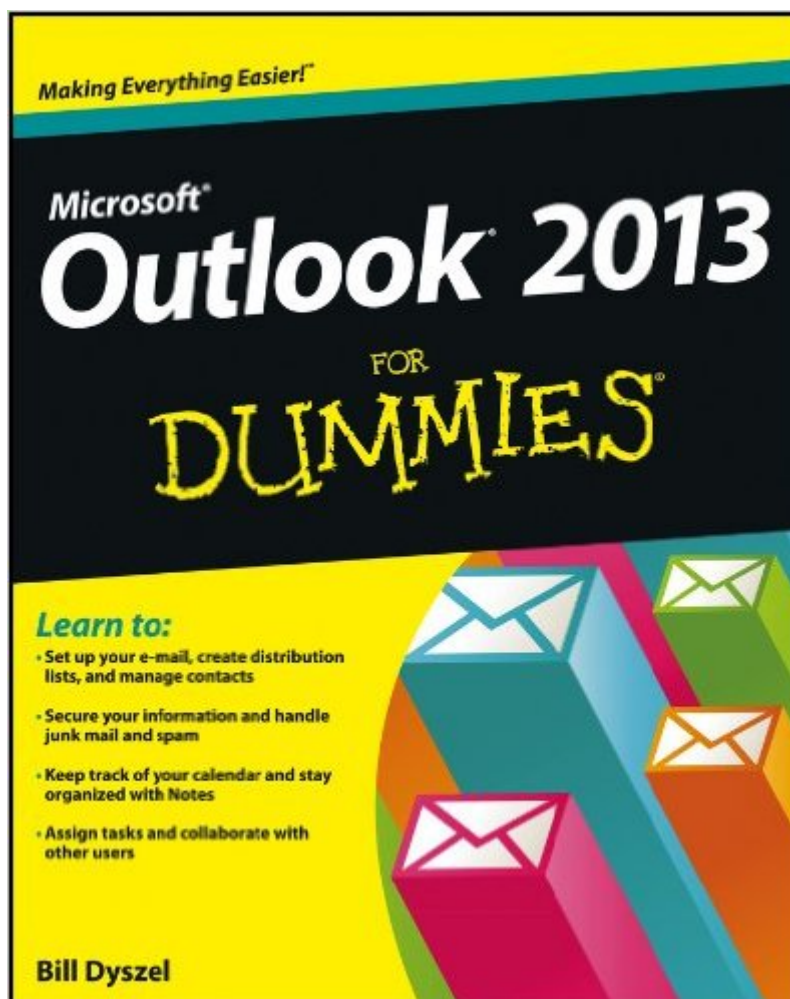
Outlook 2013 For Dummies

Synopsis

The fun and friendly way to manage your busy life with the new Outlook 2013 As the number one e-mail client and personal information manager, Microsoft Outlook offers a set of uncomplicated features that maximize the management of your e-mail, schedule, and general daily activities, with the least amount of hassle possible. This easy-to-understand guide walks you through Outlook 2013 and introduces you to the latest features. You'll learn how to find information quickly, handle e-mail, coordinate schedules, keep current with contacts and social networks, and much more. Walks you through getting started with Outlook 2013 and then provides you with complete coverage on e-mail basics, advanced e-mail features, working with the calendar, managing contacts, and integrating Outlook with other applications Shows you how to track tasks, take notes, and record items in the journal, as well as filter out junk e-mail, activate Outlook's privacy and security features, and more Explains how to customize your Outlook, manage all the information within Outlook, and take Outlook on the road Outlook 2013 For Dummies offers you a whole new outlook on Outlook 2013!

Book Information

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Customer Reviews

This has been a great purchase for the project management resource library at our company --

where we are trying to use the combination of Outlook and OneNote for agile project management. This book is technical enough for our IT folks and easy-to-understand for our non-technical employees. I really dislike the "for Dummies" -- but it is a great series with lots of helpful information.

I found this book to be totally worthless and not all that helpful at all, but then I blame Microsoft's Software Team for butchering Outlook in the fist place...This book is really not that helpful, I won't recommend it, and I say "Purchase at your own risk"

This is a good quick way to get started with Outlook, but I purchased a longer, more complete "manual" in order to get more detail. I still haven't resolved the relationship between Outlook "Lite" (the version on Windows 8) with the full edition of Outlook. Maybe with more time I'll get there, but for now I'm not getting the benefit of the full version which I got by virtue of a subscription to Office 365.My other minor complaint about this book is the author's seeming bias against Microsoft. He is entitled to his opinion of MS, but it comes through pretty strongly in this book. Doesn't help build confidence in the product.

SUPER terrific! Goes into needed, and detailed explanations for all aspects of Outlook 2013. Very helpful. Would definitely buy again.

As I have stated before, I have been collecting the for Dummies series about social media for a while. I had no clue they had so many dealing with social media and the many platforms social media offers. These books are easy to understand. Start your own for Dummies series.

I bought 4 of the Dummies books for Win 8 products and Office 13 products. They stink as far as I am concerned.1. They cover nothing but what you can easily find on line.2. They have small pages with extremely hard or impossible to read screen prints.3. They do not touch on "how to" except what is easily found on the menu of the products.4. They don't care about, for instance, an easy practical way to use Outlook's PEOPLE to build "Send Groups" or easy ways to send an email to the 30 members of your extended family.Skip McCal

This was not very helpful...most things you can learn on your own...the book is NOT very clear on many of the "how to do" tasks.Maybe it was too basic for me since I have had a Windows 7 and Windows 8 phone already.

Difficult to find answers to specific questions. Found Google better in that regard

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