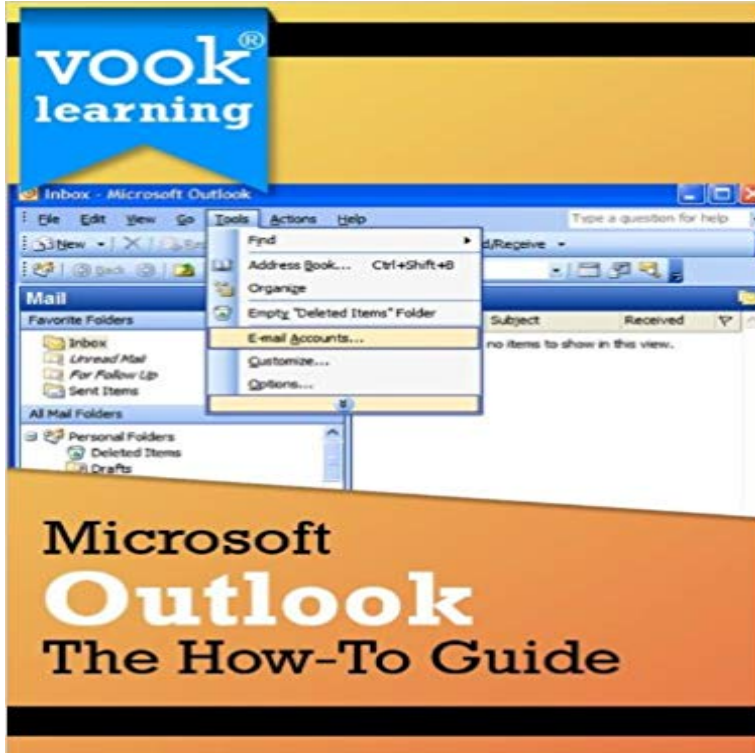


# Microsoft Outlook: The How-To Guide



Mastering Microsoft Outlook will make you more organized and effective in the workplace. It will also make your life a whole lot easier. This guide will show you how to become an Outlook expert quickly and easily. 8 useful chapters arm you with essential Outlook skills that will impress and save you time. Tips and tricks will help you manage your contacts, send flawless communications, and organize meetings and appointments. With this guide, you will learn how to: Set Outlook Filters, Manage Contacts More Efficiently, Compose the Perfect Message, Set Your Signature, Use the Calendar Function, Manage Data Filed and Tasks, Go Mobile with Best Practices, and more!

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