



Outlook 2003 For Dummies

Bill Dyszel

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Do you have more email accounts and messages than you can possibly manage? Do you often forget important details? How many times have you misplaced an important email address? Guess what? You can solve all these problems with Microsoft Outlook 2003, a component of Microsoft Office, and *Outlook 2003 For Dummies* will show you how!

Over 100 million people use Outlook, but many only utilize a few features. Outlook is extremely versatile and can perform a wide range of functions like:

- E-mail organization
- Calendars and to-do lists
- Personal directories
- Journal-keeping

With *Outlook 2003 For Dummies*, regarded as the #1 bestselling book on the subject, you will be able to get the most out of Outlook and finally organize your busy life. Whether you're in your home or office, Outlook can make your day go smoothly and more efficiently. This comprehensive guide explores:

- How to manage, organize, and get on top of your e-mails
- How to create your own virtual little black book
- Calendar features and how to manage and assign tasks
- Recording your activities with Outlook Notes and journal entries
- Outlook Express and how to get news e-mails from newsgroups
- Security features to keep your life private and safe
- Customizing Outlook with accessories
- Advanced functions and useful tips and shortcuts

Written by Bill Dryszel, the award-winning author of *Microsoft Outlook 2000 for Dummies*, *Treo Visor For Dummies*, and *Palm For Dummies*, this book offers expert advice in a down-to-earth kind of manner. *Outlook 2003 For Dummies* offers a quick and easy way to get the hang of this useful program and start managing your daily tasks with efficiency.

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Colleen Harman:

Precisely why? Because this Outlook 2003 For Dummies is an unordinary book that the inside of the book waiting for you to snap the idea but latter it will shock you with the secret it inside. Reading this book adjacent to it was fantastic author who all write the book in such remarkable way makes the content inside of easier to understand, entertaining approach but still convey the meaning thoroughly. So , it is good for you because of not hesitating having this anymore or you going to regret it. This phenomenal book will give you a lot of advantages than the other book get such as help improving your expertise and your critical thinking approach. So , still want to delay having that book? If I have been you I will go to the book store hurriedly.

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