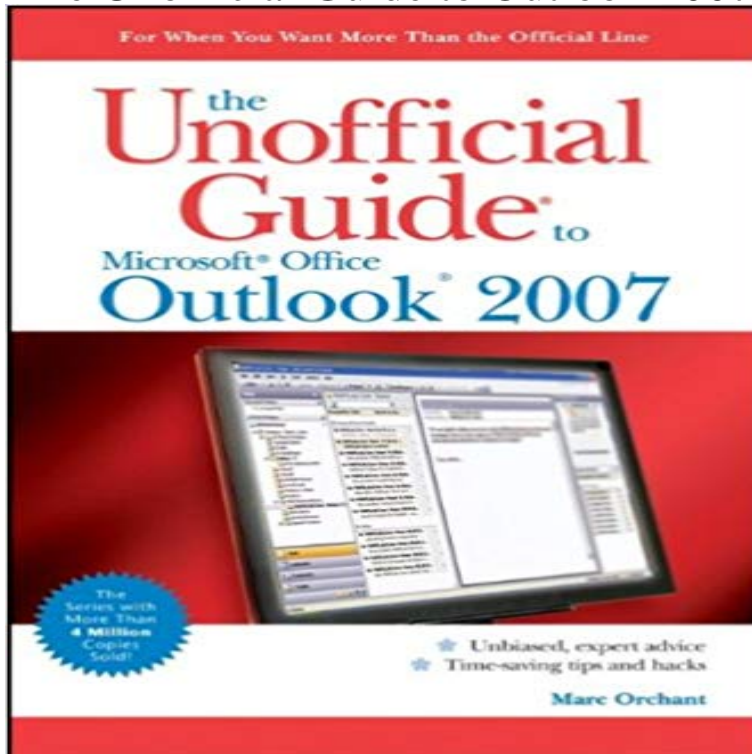


# The Unofficial Guide to Outlook 2007



The inside scoop...for when you want more than the official line! Microsoft Outlook 2007 is a major update and to use it with confidence you need to know its quirks and shortcuts. Find out what the manual doesn't always tell you in this insiders guide to using Outlook 2007 in the real world. What's the best way to use the new features? How can you avoid repetitive tasks? From setting up single-view calendaring to managing RSS feeds, first get the official way, then the best way from an expert. Unbiased coverage of how to get the most out of Outlook, from the new user interface and To-Do bar to the improved Navigation Panel. Savvy, real-world advice from synchronizing Outlook with a PDA to using it with SharePoint(r) services and Business Contact Manager. Time-saving techniques and practical guidance on working around Outlook quirks, avoiding pitfalls, and increasing your productivity. Tips and hacks on turning e-mail messages into tasks, managing file attachments, and using Outlook to browse the Web. Sidebars and tables on keyboard shortcuts, why Outlook blocks certain file types, and working offline in Outlook. Watch for these graphic icons in every chapter to guide you to specific practical information. Bright Ideas are smart innovations that will save you time or hassle. Hacks are insider tips and shortcuts that increase productivity. When you see Watch Out! heed the cautions or warnings to help you avoid common pitfalls. And finally, check out Inside Scoops for practical insights from the author. It's like having your own expert at your side!

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