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Nota di contenuto	pt. I. Getting started with Outlook 2013 -- pt. II. Taming the e-mail beast -- pt. III. Managing contacts, dates, tasks, and more -- pt. IV. Beyond the basics : tips and tricks you won't want to miss -- pt. V. Outlook at work -- pt. VI. The part of tens.
Sommario/riassunto	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. Walk