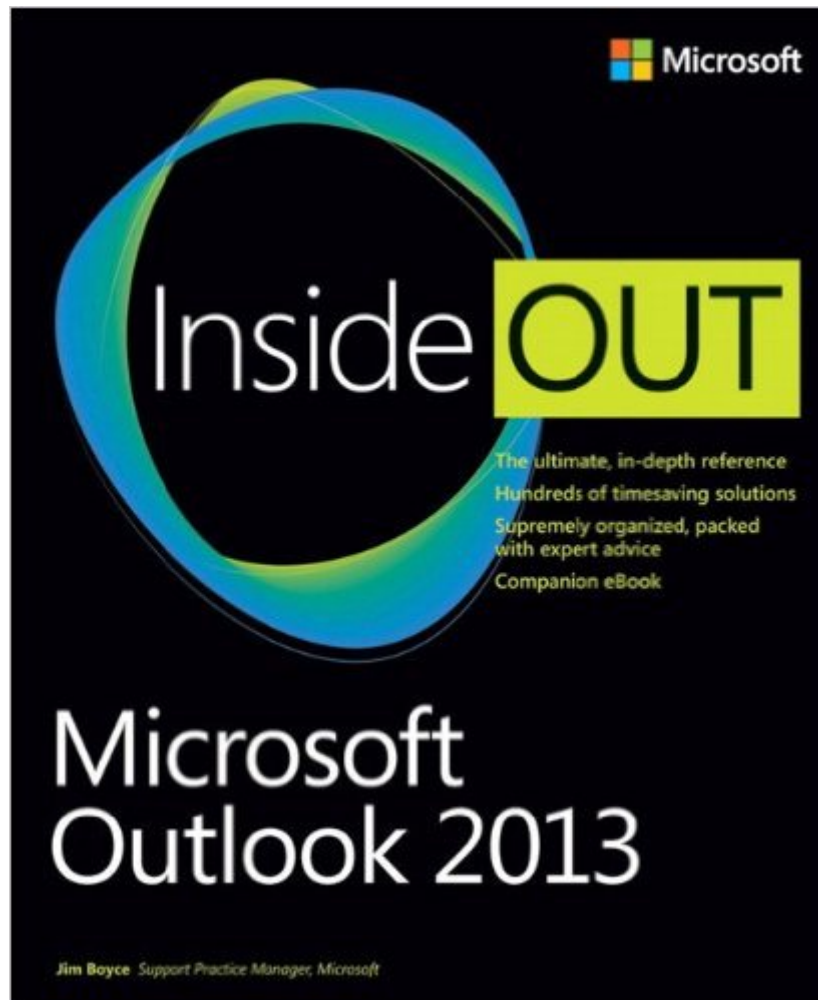


The book was found

# Microsoft Outlook 2013 Inside Out



## Synopsis

Conquer Microsoft Outlook "from the inside out! Dive into Outlook 2013" and really take control of your communications and workday! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Outlook" and challenge yourself to new levels of mastery. Connect to Microsoft SharePoint and social networks with Outlook Customize and configure Outlook with advanced setup options Expertly manage your contacts and other critical data Optimize team efficiency by sharing your calendar and tasks Collaborate through SharePoint libraries and files Encrypt your data, protect against viruses, and filter spam Use Outlook 2013 as a Microsoft Exchange Server client Communicate and collaborate using Microsoft Lync and Skype Work with Outlook using a web browser or mobile device For Intermediate and Advanced Users

## Book Information

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Average Customer Review: 3.9 out of 5 stars See all reviews (18 customer reviews)

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## Customer Reviews

This is a pretty exhaustive and well written intermediate book on Outlook 2013. It will fill the bill for most people looking for tech help on this program. It is not an IT level book as that would require a tome 3 times longer. I would buy and recommend this book again as a general reference on Outlook 2013.

I wish it would discuss cache and trouble shooting in greater depth.

A lot of key elements regarding archiving and dealing with Exchange server is not even covered, disappointing.

This is your resource if you want to get the most out of your use of Outlook 2013. "Everything" is covered here. If you want to become a power user of Outlook you need this book! Maximize your email services, working with contacts and address books, calendar and task management are all there. If you think you know it all from working with previous versions think again. Also how to have Outlook work with other office programs is covered. In this day and age the section on security should grab your attention. If you want to customize Outlook to work better for you then the six chapters on that will be your one stop location.

'INSIDE OUT' BIBLES is one of my 'GO TO' source in learning about a product, using a feature efficiently, and answer any technical questions my friends may have. Thank you.

Encyclopedic in nature. Clearly written. The shipping package was flimsy, and the book fell out on its own accord. It's hard to see how it survived the transit.

Book came as advertised... and on time.

Very clear and easy to follow. I have been using Outlook since version -1.0 (not really) but I've been wanting to learn a lot of the useful but often 'hidden' to the average user. It provided resources for this and more.

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