Microsoft Outlook 2000 for Windows For Dummies

By Bill Dyszel

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Microsoft Outlook 2000 for Windows For Dummies, Bill Dyszel, Deep space adventurers have control panels on their spaceships, explorers in the Wild West had their faithful guides, and detectives have their little black books. Why? Because every adventurer knows how important it is to have good information. Knowing about the people with whom you're dealing, the things you need to do, and when you have to do them can make a difference between triumph and failure. Okay, maybe your daily adventures aren't exactly life-and-death struggles, but having a tool to help you keep a handle on what you need to do and whom you need to see from day to day is really nice. Microsoft Outlook 2000 has become that tool for millions of professionals -- and probably you, too! Outlook 2000 is a Personal Information Manager that can act as your assistant in dealing with the flurry of small, but important, details that stand between you and the work that you do. But how do you get started with Outlook 2000 if you've never used it before? How do you make sense of all those buttons and windows?...

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Microsoft Outlook 2000 for Dummies shows you--without wasting time--how to use this powerful program. Author Bill Dyszell dedicates much of this book to electronic mail. Though readers get a thorough overview of how to configure Outlook to retrieve e-mail from a mail server on the Internet, the author (perhaps unfairly) assumes that users on a local area network (LAN) have access to an organizational guru to configure their mail for them. Once you get connected, you can count on this book to explain how to filter, sort, store, track, and otherwise use Outlook to get the most out of e-mail. Use Outlook to customize your e-mail system at work or at home, and enable your computer to work with a non-Microsoft e-mail server.If e-mail is a critical part of your online work, then this is an essential book to keep at your fingertips. Î ÎµÏ̃Ï¹ÎµÏ‡ÏŒÎ¼ÎµÎ½Î±. Back to top. Introduction: How to Use this Book. Part I: All About Outlook. Part II: E-Mail. Part III: Calendar.