

Microsoft Office Outlook 2007 Quicksteps

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"Microsoft Office Outlook 2007 QuickSteps" takes you step by step through the new interface and latest features and functions of this popular software. The book explains how to set up an e-mail account, take maximum advantage of Outlook's powerful organizing and scheduling features, share documents with work groups, and much more.

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This helps you quickly manage your mailbox. For example, if you frequently move messages to a specific folder, you can use a Quick Step to move the message in one click. Or, if you forward messages to your manager or peers, a one-click Quick Step can simplify the task. The Quick Steps included with Outlook can be customized.

Automate common or repetitive tasks with Quick Steps - Outlook

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