

Outlook 2002 for Windows XP: Quick Reference Guide



This 4 page, laminated, full-color guide is a fantastic resource for anyone who uses Outlook 2002 XP! In a concise user-friendly format, it provides step-by-step instructions, short cuts and tips on how to execute the basic commands of the software. The guide includes instructions on: Customizing Outlook, Journal, Messaging - Creating Email Messages, Using the Address Book, Sending Options for Email, Sending an Attachment, Creating/Renaming and Moving Folders, Forwarding Messages, Receiving Files and Attachments, Deleting Messages, Outlook Bar and Toolbars, Accessing the Calendar, Viewing the Calendar, Creating a Posted Appointment, Scheduling a Meeting, Creating a Recurring Appointment, Creating new Contacts, Viewing Contacts, Deleting Contacts, Tasks - Working with Tasks, Viewing Tasks, Recurring Tasks, Assigning a Task to Someone Else and Creating/Viewing and Deleting Notes.

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