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?...

Reviews

This sort of ebook is everything and made me hunting ahead of time and more. I am quite late in start reading this one, but better then never. I found out this publication from my dad and I suggested this publication to discover.

--- Judge Mills

Comprehensive manual! Its such a excellent read through. I have read and i also am confident that i am going to gonna study once more once again in the future. Your life period will be change when you total looking over this ebook.

--- Cordie Hauck DVM

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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. Back to top. Introduction: How to Use this Book. Part I: All About Outlook. Part II: E-Mail. Part III: Calendar.
Microsoft Outlook 2000 For Windows For Dummies helps you manage all your business basics, from creating custom business forms to sharing information across your intranet with Outlook's new Net Folders. Find and subscribe to the newsgroups that keep you informed, entertained, and up-to-date, or make your records easy to reference by using the Outlook Journal. Microsoft calls its new version of Outlook a "Desktop Information Manager," but you'll call it "invaluable" as you keep track of all the information that once cluttered your desk - and your life - in one convenient place. 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? And how do you actually get something accomplished after you figure all that out? Let Microsoft Outlook 2000 For Windows For Dummies come dashing to your rescue. This easy-to-understand guide can make organizing your daily information easy by helping you bring together everything you need to know about your daily tasks, appointments, and e-mail messages into one convenient program.