



Teach Yourself VISUALLY Outlook 2007 (Teach Yourself VISUALLY (Tech))

Kate Shoup

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Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 140 Outlook 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including:

- Entering and using contacts
- Setting up and sorting e-mail
- Forwarding to your mobile device
- Subscribing to an RSS feed
- Publishing calendars to the Web
- Tracking your tasks and to-dos
- Helpful sidebars offer practical tips and tricks
- Full-color screen shots demonstrate each task
- Succinct explanations walk you through step by step
- Two-page lessons break big topics into bite-sized modules

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