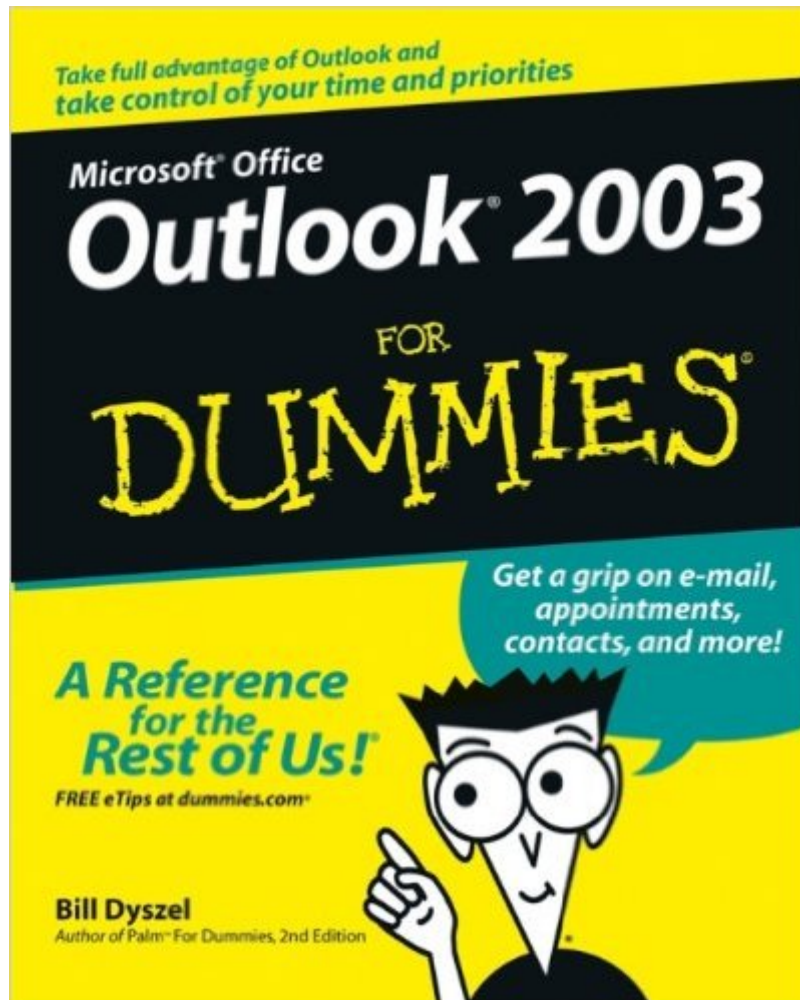# The book was found

Outlook?2003 For Dummies

Synopsis

Do you have more email accounts and messages than you can possibly manage? Do you often forget important details? How many times have you misplaced an important email address? Guess what? You can solve all these problems with Microsoft Outlook 2003, a component of Microsoft Office, and Outlook 2003 For Dummies will show you how! Over 100 million people use Outlook, but many only utilize a few features. Outlook is extremely versatile and can perform a wide range of functions like: E-mail organization Calendars and to-do lists Personal directories Journal-keeping With Outlook 2003 For Dummies, regarded as the #1 bestselling book on the subject, you will be able to get the most out of Outlook and finally organize your busy life. Whether youâ ™re in your home or office, Outlook can make your day go smoothly and more efficiently. This comprehensive guide explores: How to manage, organize, and get on top of your e-mails How to create your own virtual little black book Calendar features and how to manage and assign tasks Recording your activities with Outlook Notes and journal entries Outlook Express and how to get news e-mails from newsgroups Security features to keep your life private and safe Customizing Outlook with accessories Advanced functions and useful tips and shortcuts Written by Bill Dryszel, the award-winning author of Microsoft Outlook 2000 for Dummies, Treo Visor For Dummies, and Palm For Dummies, this book offers expert advice in a down-to-earth kind of manner. Outlook 2003 For Dummies offers a quick and easy way to get the hang of this useful program and start managing your daily tasks with efficiency.

Book Information

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Customer Reviews

I found this book disappointing. I am a solo law practitioner and until now have found Dummies books quite helpful. I particularly wanted to learn how to organize my folders and how to work off-line, and the book has virtually nothing on these subjects. Unlike many other Dummies books, this book has no bibliography of sources for additional help. The book is geared to those who use Outlook on networks at large companies. At times it over explains simple procedures, and at other places it fails to fully explain something or is inaccurate. It does explain well how to use the Contacts and Calendar features. If someone knows of a book that explains well the use of folders in Outlook, I would like to know. This one does not.

This book tells how to do a lot with Outlook, but doesn't give the reader a clue how to set it up in the first place. Given the technical terms used by ISPs, it would have been useful to have some definitions and examples of setup. I can't use the book until I somehow figure that out.

Several years ago, before I retired, I used Outlook at my office and was quite comfortable with it. When I became a Comcast customer, they do not "support" Outlook so I used Outlook Express. When I was able to download Outlook, I needed a refresher course in operation and info on the upgraded version that I now had. This book helped in several ways, and I continue to use it as a reference book. It is easy to read and understand.

Recently Outlook 2003 was installed on my computer. There were a few more details I wanted to learn about and use. This book provided all the information needed to use Outlook's features to its full advantage. The instructions are clear - and easy to follow steps to incorporate program features.

For those of us not saddled with an office environment, corporate networks, and the need to broadcast trivia to a hundred people, OUTLOOK is a boon. Realizing the capabilities of the tool come at the price of being able to USE it! And, unhappily, as with all sequential pursuits, one needs guidance if the "How To" is to be mastered. AS with all the "Dummies" offerings, countless hours are saved by being able to walk through a guided "How To" on the way to mastering the tool.Long live the authors of the Outlook 2003 for Dummies presentation! May their tribe increase.

I was extremely happy to find a copy of the Outlook 2003 for Dummies, as I needed help in ALL areas. This was an excellent find/buy and I credit it with helping me with a lot of questions and

problems I ran into on my own.

I am 70 years old and had never heard of Outlook. Suddenly my boss says I need to learn it quickly. I checked around and the person who works on my personal laptop suggested this book. It is funny, but most of the things I do when sending personal e-mails. Now I now the new terms. I am thinking about downloading Outlook to my computer organize my e-mails.

This book is a great comprehensive resource for someone brand new to Outlook. I had previously tried to learn through trial and error and online tutorials, but nothing helped me as quickly as Outlook for Dummies.

Zeitmanagement mit Microsoft Office Outlook, 8. Auflage (einschl. Outlook 2010): Die Zeit im Griff mit der meistgenutzten BÃ rosoftware - Strategien, Tipps ... (Versionen 2003 - 2010) (German Edition) Outlook?2003 For Dummies Microsoft Outlook Shortcut - A Rapid Reference: Over 345 Rarely Known and Used Outlook Shortcuts Take Back Your Life!: Using Microsoft Outlook to Get Organized and Stay Organized: Using Microsoft(r) Outlook(r) to Get Organized and Stay Organized (Bpg-Other) Outlook 2010 For Dummies Outlook 2007 For Dummies Outlook 2010 All-in-One For Dummies Outlook 2013 For Dummies Access 2003 All-in-One Desk Reference For Dummies Mushrooms: A New Ultimate Guide to Growing Mushrooms at Home For Dummies: (Mushroom Farming, How to Grow Oyster Mushrooms, Edible Mushrooms) (Farming For Dummies, Gardening For Dummies Book 2) GO! with Microsoft Outlook 2013 Getting Started (GO! for Office 2013) Microsoft Outlook 2013 Inside Out Microsoft Outlook 2007 Bible Office VBA Macros You Can Use Today: Over 100 Amazing Ways to Automate Word, Excel, PowerPoint, Outlook, and Access Microsoft Outlook 2016 Step by Step Microsoft Outlook 2013 Step by Step 10 Tips in 10 Minutes using Microsoft Outlook 2010 (Tips in Minutes using Windows 7 & Office 2010 Book 6) Microsoft Outlook: Life - Right On Schedule (Technology Series Book 5) Control Your Day: A New Approach to Email Management Using Microsoft Outlook and Getting Things Done Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)