



Microsoft Outlook 2013 Step by Step

By Joan Lambert, Joyce Cox

Microsoft Press, U.S. Paperback. Book Condition: new. BRAND NEW, Microsoft Outlook 2013 Step by Step, Joan Lambert, Joyce Cox, Experience learning made easy-and quickly teach yourself how to stay organized and stay connected using Outlook 2013. With Step by Step, you set the pace-building and practicing the skills you need, just when you need them! Includes downloadable practice files and a companion eBook. * Set up your email and social media accounts * Send, search, filter, and organize messages * Manage one or more calendars, and share your schedule * Help protect your inbox and outbox * Create and track tasks, to-do lists, and appointments.



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