



# **Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)**

*Beezix Inc.*

[Download now](#)

[Click here](#) if your download doesn't start automatically

# Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)

*Beezix Inc.*

## **Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)** Beezix Inc.

4-page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use mail, calendar, contacts, and tasks features of Microsoft Office Outlook 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

The following topics are covered:

Mail: Displaying Mail Folders; Hiding/Displaying: Folder Pane & To-Do Bar; Creating and Sending a Message; Attaching a File to a Message; Showing BCC; Sending a Message with High or Low Importance; Requesting a Read or Delivery Receipt; Drafting a Message; Delaying the Delivery of a Message; Restricting Forwarding, Printing or Copying.

Quick Filters: All and Unread; Reading Messages; Using the People Pane; Manual Send/Receive; Using the Outbox; Using Desktop Alerts.

Deleting Messages; Saving an Attachment; Removing an Attachment; Replying, Forwarding, Printing a Message.

Sorting Messages; Grouping Messages by Conversation; Ignoring a Conversation; Cleaning up Redundant Messages; Turning Grouping On/Off; Finding Mail Messages; Using Task Flags; Creating a Folder; Favorite Folders; Moving or Copying Messages; Using Quick Steps; Creating a Contact from a Message; Creating a Distribution List; Creating an E-Mail Signature; Manually Inserting Signatures; Using the Rules Wizard.

Using the Out of Office Assistant, Handling Junk Mail.

Calendar: Setting up Your Work Week; Viewing the Calendar; Creating Appointments; Creating, Scheduling and Editing Meetings; Repeating Appointments or Meetings; Responding to Meeting Requests; Changing Time or Date of Meeting/Appointment; Viewing Multiple Calendars; Creating a Calendar Group; Printing the Calendar.

People: Displaying People; Creating & Editing Contacts; Linking Contacts; Deleting a Contact; E-Mailing a Contact; Searching for People; Connecting to a Social Media Site; Viewing Social Media Updates; Merging with Contacts.

Tasks and To-Do Items: Displaying To-Do and Task List Folders; Creating Tasks; Marking Complete; Adding Messages or Contacts to the To-Do List, Changing Task Order; Assigning Tasks; Viewing To-Do Items in the Calendar; Hiding /Displaying Tasks in the To-Do Bar; Printing Tasks

For Any Outlook Item: Deleting Items; Assigning an Item to a Category; Sorting by Category; Sorting Items; Creating a New Calendar/Contact/Task Folder; Sharing Calendar Contacts Tasks or Notes using an

Exchange Server; Using Another Person's Calendar Contacts Tasks or Notes Folder; Responding to a Sharing Request; Using the Reading Pane.

Also includes a list of Keyboard and Selection Shortcuts.

 [Download Microsoft Outlook 2013 Mail, Calendar, People, Tas ...pdf](#)

 [Read Online Microsoft Outlook 2013 Mail, Calendar, People, T ...pdf](#)

## **Download and Read Free Online Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) Beezix Inc.**

---

### **From reader reviews:**

#### **Marcus Huskins:**

Book is definitely written, printed, or illustrated for everything. You can realize everything you want by a reserve. Book has a different type. To be sure that book is important thing to bring us around the world. Beside that you can your reading talent was fluently. A guide Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) will make you to possibly be smarter. You can feel considerably more confidence if you can know about every thing. But some of you think in which open or reading any book make you bored. It is not necessarily make you fun. Why they could be thought like that? Have you seeking best book or acceptable book with you?

#### **Wm Dunlap:**

This book untitled Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) to be one of several books that best seller in this year, honestly, that is because when you read this book you can get a lot of benefit into it. You will easily to buy this specific book in the book retail outlet or you can order it by way of online. The publisher of the book sells the e-book too. It makes you more readily to read this book, because you can read this book in your Cell phone. So there is no reason to you personally to past this reserve from your list.

#### **Teresa Randall:**

Are you kind of active person, only have 10 or even 15 minute in your day to upgrading your mind ability or thinking skill even analytical thinking? Then you are having problem with the book as compared to can satisfy your short period of time to read it because all this time you only find reserve that need more time to be go through. Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) can be your answer mainly because it can be read by a person who have those short spare time problems.

#### **Mary Adams:**

Beside that Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) in your phone, it can give you a way to get nearer to the new knowledge or facts. The information and the knowledge you will got here is fresh from the oven so don't possibly be worry if you feel like an outdated people live in narrow village. It is good thing to have Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) because this book offers for your requirements readable information. Do you at times have book but you seldom get what it's about. Oh come on, that will not happen if you have this within your hand. The Enjoyable set up here cannot be questionable, like treasuring beautiful island. Use you still want to miss the idea? Find this book as well as read it from now!

**Download and Read Online Microsoft Outlook 2013 Mail,  
Calendar, People, Tasks Quick Reference (Cheat Sheet of  
Instructions, Tips & Shortcuts - Laminated Guide) Beezix Inc.  
#TH0PLDUY493**

## **Read Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) by Beezix Inc. for online ebook**

Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) by Beezix Inc. Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) by Beezix Inc. books to read online.

## **Online Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) by Beezix Inc. ebook PDF download**

**Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) by Beezix Inc. Doc**

Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) by Beezix Inc. Mobipocket

Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) by Beezix Inc. EPub