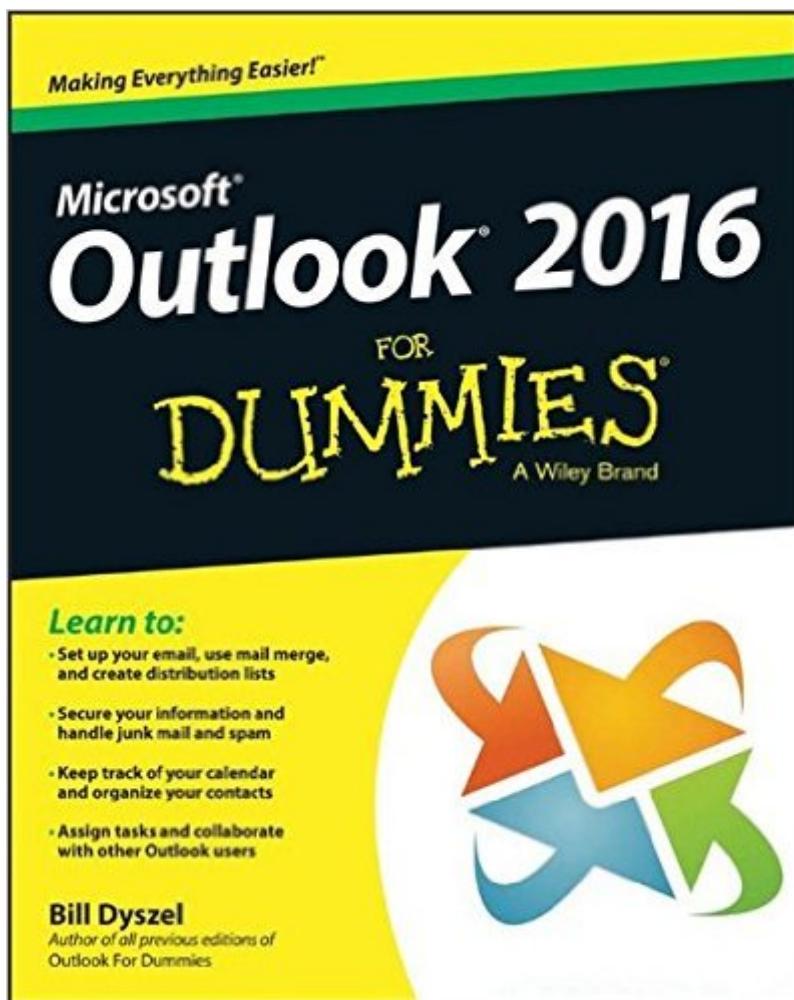


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# Outlook 2016 For Dummies (Outlook For Dummies)



## Synopsis

Be more productive and simplify your life with Outlook 2016! Ever feel like you're drowning in your inbox? Outlook 2016 For Dummies helps you lower the metaphorical water levels by quickly prioritizing incoming email. Instead of wading through messages and tasks all day, use Outlook as it was intendedâ "as a productivity toolâ "to organize your tasks on the to-do bar, filter junk email, make the most of Outlook's anti-phishing capabilities, manage email folders, use smart scheduling tools, leverage RSS support, collect electronic business cards, and integrate your Microsoft OneNote, Project, Access, and SharePoint files. This book is updated to reflect the latest and greatest features integrated into the Outlook 2016 user interface to ensure you're at the top of your Outlook game. With over 1.1 billion users worldwide and 90% market share for productivity suites, a figure that roughly translates into one in seven people the world over, odds are you'll need to learn how to use Microsoft Office programsâ "including Outlookâ "if you want to excel in the workplace. Get up to speed on the new and improved features of Microsoft Office 2016 Take advantage of often overlooked features that can simplify your day Discover new ways to filter junk emailâ "and reclaim the hours that you spend sorting through spam each year Organize tasks and schedule meetings, keeping everyone up to date on the latest project and account progress If you're ready to take your productivity to the next level Outlook 2016 For Dummies is a must-read!

## Book Information

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## Customer Reviews

Sort of a warmed over version of his Outlook 2013 book. Heavy on the detailed use of Outlook, but pretty light weight when it comes to the topic of synchronization, which is THE essential need for folks these days who have Outlook on a desktop, laptop, tablet, and phone. You need to have your email, contacts, calendar, and notes synchronize flawlessly among these devices. And, you need the information completely available and usable if you are offline. I understand that it is possible, but this book will not tell you how to do it. I haven't achieved it yet, and Microsoft does not make it easy for single users. If you are in a large institution or business, there's loads of help for it. But, if you are flying solo, good luck!

This book is horrible. The screen shots showing the steps are not legible ... so blurry that I had to use magnifying lens but even then, it's blurry and too small to start with. There isn't much to learn if you have used Outlook 2007 like I have used. I was looking for features missing in 2016 from my favorite 2007. I felt like I was insulted with this book that was obviously written in rush to sell. Bill Dyszel guy did a horrible job. We should all return it like I'm doing.

Much too basic. Really written mostly for Outlook in general, not specific enough to Outlook 2016 features to suit me. Author writes as if the reader has never used email before. How many readers does that apply to?

I used to be an administrative assistant, and when my old home computer crashed last month, I replaced it with a new model -- Windows 10 and Microsoft Office 2016. It was a shock to see how obsolete my Microsoft Office skills had become in five years of retirement, so I simply had no choice but to buy this book to start reloading all the Outlook data I had lost. Instructions are at once succinct, clear, and thorough, thank goodness! So far, the only complaint I have is that this volume is smaller than other "Dummies" I have bought in the past. Therefore, the graphics are smaller, and I had to hunt for a magnifying glass.

I found it very lacking in details. I am an experienced Outlook user. I hate Outlook 2016. I bought this book to tell me how to set up my folders, find the forward button, see why there is a contacts button and an address book button, how to manage those stupid ribbons etc. I found this book as very little help.

Snappy comments but worthless. It would have been nice if I could have found anything in the index

or table of contents vaguely resembling the terms used by outlook itself. Example: Find updating using send and receive. Or adding an account from another system such as AOL. Nada, zip!! Save your money and use the help menu or call Microsoft and pay for a subscription to their techs.

This is a great book for beginners for Outlook 2016. Where I work they have converted from 2010 version to the 2016 version of MS Office which includes Outlook. It is quite a change and it is nice to have a DUMMIES book that helps walk through some of the settings and quirks. It makes a good reference guide. There are a lot of guides out there and it is really hard to decide sometimes. However, I am not disappointed with my purchase.

Decent guide for those looking to know and use more of the functionality in outlook. I'm still trying to find a solution to managing the sea of emails at work along with a to do list that does more than the task section of outlook. There have been some helpful tips learned such as how to share my calendar with someone over an email when coordinating schedules. Overall though, I have to admit I had hoped for more help with email management.

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