



Microsoft Office Outlook 2010 QuickSteps

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Start using Outlook 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up the latest release of Microsoft's powerful communications application. Follow along and quickly learn how to send, receive, and manage e-mail; enter contacts; schedule appointments; track tasks; keep a journal; use notes; manage files and folders; and set up instant messaging. Get up to speed on Outlook 2010 in no time with help from this practical, fast-paced guide.

Use these handy guideposts:

- Shortcuts for accomplishing common tasks
- Need-to-know facts in concise narrative
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