



# Outlook 2016 For Dummies (Outlook for Dummies)

By Bill Dyszel



**Outlook 2016 For Dummies (Outlook for Dummies) By Bill Dyszel**

**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 intended—as a productivity tool—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 programs—including Outlook—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 email—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!

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## Outlook 2016 For Dummies (Outlook for Dummies) By Bill Dyszel Bibliography

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## Editorial Review

From the Back Cover

### *Learn to:*

- Set up your email, use mail merge, and create distribution lists
- Secure your information and handle junk mail and spam
- Keep track of your calendar and organize your contacts
- Assign tasks and collaborate with other Outlook users

### **Be more productive and simplify your life with Outlook 2016**

Instead of wading through emails and tasks all day, use Outlook to help you streamline your workflow. Reflecting the latest and greatest features, this friendly guide ensures you're maximizing this productivity tool by showing you how to organize tasks, manage email folders, use scheduling tools, and more.

- **Don't drown in emails** — discover simple tips on how to filter your list of incoming and outgoing messages to keep track of what you sent, who you sent it to, and the day and time you sent it
- **It's a date** — make it easier to collaborate by sharing your tasks and schedules with others and keep abreast of theirs so you never waste time setting up a meeting they won't be able to attend
- **Change your outlook** — discover how to strengthen your Outlook experience by using Office 365™ and Microsoft Exchange, customize the way Outlook looks and works, and check your Outlook account at home or on your mobile device
- **A day in the life** — if you're an Outlook newbie, take a tour of the things that most people use it for on a typical day, such as managing messages, notes, and appointments

### **Open the book and find:**

- Steps for organizing your email folders
- How to reply, forward, and send blind copy emails
- Quick calendar-keeping tips
- Ways to flag your emails for importance
- Methods for creating and sharing contacts
- How to work faster using clever shortcuts
- Guidance on using Outlook on iPads and Android phones

About the Author

**Bill Dyszel** is a nationally known expert on personal information management and sales automation technology. He frequently speaks at various technology conferences, and he works as a consultant for organizations that need help selecting, developing, and implementing business solutions.

## Users Review

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