



- Sleek new design
- Mail previews
- Weather bar in Calendar
- Social connectors for richer contact views
- Full Exchange support
- Integrates with Lync
- Peeks give quick access to contacts, calendar, and tasks
- Conversation view
- Quick actions
- Mailbox cleanup tools

Addition/change	Description
Attachment Reminder	<p>Before an email message is sent, Outlook 2013 can detect if an attachment was omitted from the message and notify the user. Users can turn off the Attachment Reminder in Outlook 2013 by selecting <b>Don't show this message again</b> in the Attachment Reminder dialog box or by going to <b>File, Options, Mail</b> and under <b>Send messages</b>, selecting <b>Warn me when I send a message that may be missing an attachment</b>.</p> <p><b>Note:</b> This feature is only available in the English version of Outlook.</p>
Add-In Resiliency	<p>To make Outlook more resilient, by default, Outlook 2013 turns off any add-in that adversely affects performance, resiliency, or reliability of Outlook. Users can view and re-enable add-ins by going to <b>File, View Disabled Add-ins</b> in Outlook 2013. If you, as the IT Administrator, do not want Outlook 2013 to automatically disable an add-in when it affects performance, you can use the Outlook Group Policy template (Outlk15.admx) to set the Group Policy option: List of managed add-ins. You can find this setting under <b>User Configuration/Administrative Templates/Microsoft Outlook 2013/Miscellaneous</b>.</p>



# Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing

**Watsonia Publishing Staff**



## **Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing:**

**Microsoft Outlook 2013 Guide (Speedy Study Guides)** Speedy Publishing, 2014-06-18 Outlook 2013 is an upscale version of the former Outlook. The particular functions are now separated by tabs. The file tab has all the information that is needed to make changes such as save open print options etc. The home tab is where the simple transactions take place such as new mail reply delete etc. Send Receive tab is all about sending and synching files and folders. Folder tab allows changes or formatting to folders. View addresses how you would like to customize the view of your Outlook experience. A chart would be beneficial to compare the old version to the new perhaps showing the ease of the transition. People that prefer the older versions would appreciate knowing where to find the function in the new format if a chart could point this out easily for them. The transition would be much easier.

**Microsoft Outlook 2013 Guide (Speedy Study Guide)** Speedy Publishing LLC, 2014-06-08 Outlook 2013 is an upscale version of the former Outlook. The particular functions are now separated by tabs. The file tab has all the information that is needed to make changes such as save open print options etc. The home tab is where the simple transactions take place such as new mail reply delete etc. Send Receive tab is all about sending and synching files and folders. Folder tab allows changes or formatting to folders. View addresses how you would like to customize the view of your Outlook experience. A chart would be beneficial to compare the old version to the new perhaps showing the ease of the transition. People that prefer the older versions would appreciate knowing where to find the function in the new format if a chart could point this out easily for them. The transition would be much easier.

**Microsoft Office 2013 Essentials (Speedy Study Guide)** Speedy Publishing LLC, 2014-06-08 When you are looking at the Microsoft Office 2013 Essentials office suite you will find that there are a number of great programs included. Some of the offerings from this productivity suite include Word Excel PowerPoint and Outlook and with a few upgrades you might be able to get more programs. A good chart is something that will help you keep the right kind of shortcuts and features available to you. With a suite this robust it is often easy to forget some of the more obscure but no less useful functions.

*Outlook 2013 Quick Source Guide* Quick Source (Firm), 2013-01-01 **MOS 2013 Study Guide for Microsoft Outlook** Joan Lambert, 2013 Manage the Outlook environment. Manage messages. Manage schedules. Manage contacts and groups.

*Microsoft Outlook 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)* TeachUcomp Inc, 2015-05-23 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Outlook 2013. When you need an answer fast you will find it right at your fingertips with this Microsoft Outlook 2013 Quick Reference Guide. Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

*Outlook 2013 Absolute Beginner's Guide* Diane Poremsky, Sherry Kinkoph Gunter, 2013-08-17 Make the most of Outlook 2013 without becoming a technical expert. This book is the fastest way to learn Outlook and use it to efficiently manage all your contacts and communications. Even if you've never

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### **Table of Contents Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing**

1. Understanding the eBook Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
  - The Rise of Digital Reading Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
  - Personalized Recommendations
  - Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing User Reviews and Ratings



- Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing and Bestseller Lists
- 5. Accessing Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing Free and Paid eBooks
  - Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing Public Domain eBooks
  - Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing eBook Subscription Services
  - Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing Budget-Friendly Options
- 6. Navigating Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing Compatibility with Devices
  - Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
  - Highlighting and Note-Taking Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
  - Interactive Elements Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
- 8. Staying Engaged with Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
- 9. Balancing eBooks and Physical Books Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
  - Setting Reading Goals Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
  - Fact-Checking eBook Content of Microsoft Outlook 2013 Guide Speedy Study Guides Speedy Publishing
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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