



- 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 Don't show this message again in the Attachment Reminder dialog box or by going to File, Options, Mail and under Send messages, selecting Warn me when I send a message that may be missing an attachment.</p> <p>Note: 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 File, View Disabled Add-ins 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 User Configuration/Administrative Templates/Microsoft Outlook 2013/Miscellaneous.</p>



Microsoft Outlook 2013 Guide Speedy Study Guide

Bill Dyszel

Microsoft Outlook 2013 Guide Speedy Study Guide:

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. The send/receive tab is all about sending and syncing files and folders. The 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.

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Office 2013

Bible Lisa A. Bucki,John Walkenbach,Michael Alexander,Richard Kusleika,Faithe Wempen,2013-06-12 The best of the best from our Excel Word Access and PowerPoint Bibles Learn the sought after features of the core applications from the Office 2013 suite This Office 2013 Bible features the best of the best content from the Excel 2013 Bible by Mr Spreadsheet John Walkenbach the Word 2013 Bible by Office expert Lisa A Bucki the PowerPoint 2013 Bible by MOS Master Instructor and PowerPoint expert Faithe Wempen and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika This major resource also covers Outlook Publisher OneNote SkyDrive and other important features in the Office 2013 suite If you want to quickly and effectively use Office 2013 start in the experts corner with this must have book Gives you the best of the best content on Office 2013 from the leading experts authors and contributors to our Excel Word PowerPoint and Access Bibles Includes content from John Walkenbach aka Mr

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Boyce, 2013-03-15 Learn the simplest ways to get things done with Microsoft Outlook 2013 Get the full color visual guide that makes learning Microsoft Outlook 2013 plain and simple Follow the book's easy steps and screenshots and clear concise language to learn how to stay productive and keep in touch with all of your personal business and social media networks Here's WHAT you'll learn Format and send messages files and photos Set up mobile alerts for important messages Manage your inbox and limit junk mail Update and share your calendar Add social media network accounts and collaborate Connect with and meet contacts online using Lync Here's HOW you'll learn it Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS Exercises to apply what you learn right away *Outlook 2010 For Dummies* Bill Dyszel, 2010-04-09 Get up to speed on the new features of Outlook 2010 with this fun and friendly guide Although Microsoft Outlook is the number one most popular e-mail and productivity tool many utilize only a fraction of its true potential This easy to understand guide walks you through an abundance of often overlooked tips and tricks so that you can take advantage of all that Outlook has to offer Outlook 2010 For Dummies introduces you to the user interface and explains how to use the To Do bar filter junk email and make the most

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