

Custom Guide Outlook 20quick Reference Card

Outlook 2003 Personal Trainer CustomGuide Inc 2005 Complete and engaging, this handbook features task-oriented lessons that allow readers to proceed at their own pace.

Microsoft Outlook Web App for Exchange 2010 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Car

Beezix, Inc Staff 2010-05-01 Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2010. Covers the following topics: Mail: Displaying the Inbox, Creating and Sending a Message, Attaching a File to a Message, Showing BCC, Sending a Message with High or Low Importance, Requesting a Read or Delivery Receipt, Checking Spelling, Show/Hide the Reading Pane, Grouping Messages by Conversation, Ignoring a Conversation, Reading Messages, Opening/Saving Attachments, Replying to a Message, Forwarding a Message, Saving a Draft, Creating a Folder, Moving or Copying Messages, Opening Another User's Mailbox, Creating an E-Mail Signature, Turning on/off an AutoReply when Out of the Office. Chat: Starting a Chat, Adding/Removing Chat Contacts, Changing Your Chat Status. Calendar: Displaying the Calendar, Viewing the Calendar, Creating & Editing Appointments, Scheduling Meetings, Responding to Meeting Requests, Making an Appointment Recur. Contacts: Displaying Contacts, Creating and Editing Contacts, Finding a Contact, Sending a Mail Message or Meeting, Request to a Contact. Tasks: Displaying Tasks, Creating a Task, Marking a Task or Flagged Item Complete, Changing Tasks Viewed. Common Procedures: Using Flags, Sorting Tasks/Contacts/Email, Deleting an Item, Undeleting an Item, Using Categories, Searching for an Item, Logging Off. Also includes a list of keyboard shortcuts.

Outlook for Microsoft 365 (New Outlook) Quick Reference Guide

Laminated Cheat Sheet TeachUcomp 2025-06-10 Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in Outlook for Microsoft 365 (New Outlook). When you need an answer fast, you will find it right at your fingertips with this Outlook for Microsoft 365 (New Outlook) Quick Reference Guide. Clear and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Microsoft Outlook 2016 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts) TeachUcomp Inc 2016-05-10 Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in Outlook 2016. When you need an answer fast, you will find it right at your fingertips with this Microsoft Outlook 2016 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.

What's New in Outlook 2010 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card) Beezix, Inc Staff 2010-06-28 Laminated quick reference card showing instructions for the new and changed features of Microsoft Office Outlook 2010. Also includes a command reference showing Outlook 2003 commands and their 2010 equivalents. Topics include: The Ribbon Controlling the Navigation Pane Mail: Previewing an Attachment, Viewing Next/Previous Message in a Single Email, Adding an Electronic Business Card to an Email, Grouping Messages by Conversation, Ignoring a Conversation, Cleaning up Redundant Messages, Using Quick Steps, Using the People Pane, Using the Out of Office Assistant. Calendar: Showing Full or Work Week, Overlaying Multiple Calendars, Changing Detail Level in Month View, Scheduling Assistant, Sending a Calendar Snapshot by Email, Receiving a Calendar Snapshot, Publishing Your Calendar to office.com, Sharing a Published Calendar, Restricting Access to Free/Busy Information. Tasks: Tasks and To-Do Items, The To-Do Bar, Viewing To-Do Items in the Calendar, Putting an Item in the To-Do List. Sharing or Request the Sharing of Calendar, Contacts, Tasks, Notes with Other Outlook Users; Responding to a Sharing Request; Changing Sharing Permissions. Color-Coded Categories, Using Instant Search. Other New Features, Features No Longer Available. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. This guide is one of several titles available for Outlook 2010: What s New in Outlook 2010 from 2003, Outlook 2010 Mail, Outlook

2010 Calendar, Contacts, Tasks, Outlook Web Access for Exchange 2010. Microsoft Outlook 2021 & 365 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide TeachUcomp 2022-02-21 Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in Outlook 2021 and 365. When you need an answer fast, you will find it right at your fingertips with this Microsoft Outlook 2021 and 365 Quick Reference Guide. Clear and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Microsoft Outlook 2013 Introductory Quick Reference Guide

Laminated Cheat Sheet Training Guide 2015-05-22 EXCEL Intro - QUICK REFERENCE GUIDEDesigned with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory Excel 2013. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 59 topics covered, this guide is perfect for someone new to Excel or upgrading from a previous version. Topics Include: Interface Basics, File Management, Data Entry, Formulas, Copying and Pasting Formulas, Adjusting Columns and Rows, Formatting Worksheets, Worksheet Tools, Worksheet Layout, Printing, Touch Actions and Keyboard Shortcuts.

Microsoft Outlook 2016 Introductory Quick Reference Guide

Laminated Cheat Sheet Training Guide TeachUcomp Inc. 2016-05-10 Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory Outlook 2016. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 68 topics covered, this guide is perfect for someone new to Outlook or upgrading from a previous version. Topics Include: Contacts (People), Reading and Organizing E-Mail, Creating and Sending E-Mail, Tasks, The Calendar, Printing, Touch Actions and Keyboard Shortcuts.

Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference Guide

Beezix 2013-05-06 4-page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use mail, calendar, contacts, and tasks features of Microsoft Office Outlook 2013. The following topics are covered: Mail: Displaying Mail Folders; Hiding/Displaying: Folder Pane & To-Do Bar; Creating and Sending a Message; Attaching a File to a Message; Showing BCC; Sending a Message with High or Low Importance; Requesting a Read or Delivery Receipt; Drafting a Message; Delaying the Delivery of a Message; Restricting Forwarding, Printing or Copying. Quick Filters: All and Unread; Reading Messages; Using the People Pane; Manual Send/Receive; Using the Outbox; Using Desktop Alerts. Deleting Messages; Saving an Attachment; Removing an Attachment; Replying, Forwarding, Printing a Message. Sorting Messages; Grouping Messages by Conversation; Ignoring a Conversation; Cleaning up Redundant Messages; Turning Grouping On/Off; Finding Mail Messages; Using Task Flags; Creating a Folder; Favorite Folders; Moving or Copying Messages; Using Quick Steps; Creating a Contact from a Message; Creating a Distribution List; Creating an E-Mail Signature; Manually Inserting Signatures; Using the Rules Wizard. Using the Out of Office Assistant, Handling Junk Mail. Calendar: Setting up Your Work Week; Viewing the Calendar; Creating Appointments; Creating, Scheduling and Editing Meetings; Repeating Appointments or Meetings; Responding to Meeting Requests; Changing Time or Date of Meeting/Appointment; Viewing Multiple Calendars; Creating a Calendar Group; Printing the Calendar. People: Displaying People Creating & Editing Contacts; Linking Contacts; Deleting a Contact; E-Mailing a Contact; Searching for People; Connecting to a Social Media Site; Viewing Social Media Updates; Merging with Contacts. Tasks and To-Do Items: Displaying To-Do and Task List Folders; Creating Tasks; Marking Complete; Adding Messages or Contacts to the To-Do List, Changing Task Order; Assigning Tasks; Viewing To-Do Items in the Calendar; Hiding /Displaying Tasks in the To-Do Bar; Printing Tasks For Any Outlook Item: Deleting Items; Assigning an Item to a Category; Sorting by Category; Sorting Items; Creating a New Calendar/Contact/Task Folder; Sharing Calendar Contacts Tasks or Notes using an Exchange Server; Using Another Person's Calendar Contacts Tasks or Notes Folder; Responding to a Sharing Request; Using

the Reading Pane.

Microsoft Outlook Web App (OWA) for Exchange 2013 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminat

Beezix Software Services 2015-09-18 Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2013. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Outlook Web App (OWA) for Exchange 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Mail: Displaying the Inbox, Creating and Sending a Message, Attaching a File to a Message, Showing BCC, Sending a Message with High or Low Importance, Requesting a Read or Delivery Receipts, Checking Spelling, Show/Hide the Reading Pane, Grouping Messages by Conversation, Ignoring a Conversation, Reading Messages, Opening/Saving Attachments, Replying to a Message, Forwarding a Message, Saving a Draft, Creating a Folder, Moving or Copying Messages, Opening Another User's Mailbox, Creating an E-Mail Signature, Opening Another User's Mailbox, Turning on/off Automatic Replies when Out of the Office. Chat: Starting a Chat, Changing Your Chat Status, Signing Out of Instant Messaging. People: Displaying People, Creating and Editing Contacts, Finding a Contact, Linking/Unlinking Contacts, Creating a Distribution List, Sending a Mail Message or Meeting Request to a Contact. Tasks: Displaying Tasks, Changing Tasks Viewed, Creating a Task, Marking a Task or Flagged Item Complete. Calendar: Displaying the Calendar, Viewing the Calendar, Creating & Editing Appointments, Scheduling Meetings, Responding to Meeting Requests, Making an Appointment Repeat. Common Procedures: Using Flags, Sorting Tasks/Contacts/Email, Deleting an Item, Undeleting an Item, Using Categories, Logging Off. Also includes a list of keyboard shortcuts.

Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminat

Beezix, Inc Staff 2010-06-28 Laminated quick reference card showing step-by-step instructions and shortcuts for how to use calendar, contacts, and tasks features of Microsoft Office Outlook 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are included: Calendar: Setting up Your Work Week; Viewing the Calendar; Creating Appointments; Repeating Appointments or Meetings; Creating, Scheduling and Editing Meetings; Responding to Meeting Requests; Changing Time or Date of Meeting/Appointment; Viewing Multiple Calendars; Creating and Using Calendar Groups; Printing the Calendar. Contacts: Creating & Editing Contacts, Sending a Mail Message to a Contact, Searching for Contacts, Merging Contacts with Word. Tasks: Displaying To-Do and Task List Folders, Creating Tasks, Marking Complete, Adding Messages or Contacts to the To-Do List, Sorting Tasks, Changing Task Order, Assigning Tasks, Viewing Tasks in the Calendar, Hiding /Displaying Tasks in the To-Do Bar, Printing Tasks For Any Outlook Item: Deleting, Assigning an Item to a Category, Sorting by Category, Sorting Items, Creating a New Calendar/Contact/ Task Folder, Sharing Calendar Contacts Tasks or Notes using an Exchange Server, Using Another Person's Calendar Contacts Tasks or Notes Folder, Responding to a Sharing Request, Using the Reading Pane. This guide is one of several titles available for Outlook 2010: What's New in Outlook 2010 from 2003, Outlook 2010 Mail, Outlook 2010 Calendar, Contacts, Tasks, Outlook Web Access for Exchange 2010.

Outlook 2016 for Mac Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Beezix Software Services 2015-02-02 4-page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use mail, calendar, contacts, tasks and notes features of Microsoft Outlook 2016 for Mac (version 15). This is the latest version of Outlook for the Mac, part of the recently released Office 2016 for Mac. This same content was previously issued with the title Outlook for Mac 15 Introduction. If you receive a copy with that title, the content is the same. This guide is suitable as a training handout, or an easy to use reference guide, for any type of user. The following topics are covered: Navigating Sections Mail: Displaying Mail; Displaying the Inbox; Hiding/Displaying the Folder Pane; Creating and Sending a Message; Attaching a File to a Message; Showing BCC; Sending a Message with High or Low Importance; Saving a Draft of a Message; Restricting Forwarding, Printing, Copying; Reading Messages and Attachments; Manual Send/Receive. Calendar: Displaying the Calendar; Setting up Your Work Week; Creating a Simple and

Detailed Appointment; Changing Entry Date or Time by Dragging; Editing an Appointment or Meeting; Responding to Meeting Requests; Repeating Appointments or Meetings; Viewing Multiple Calendars; Sharing a Calendar Using an Exchange Server; Using Another Person's Calendar; Showing More/Fewer Hours in The Calendar; Setting How an Event Affects Availability; Using the Weather Forecast. People: Displaying People; Creating and Editing Contacts; Emailing a Contact; Inviting a Contact to a New Meeting; Tasks: Displaying Tasks; Creating and Editing a Task; Marking a Task Complete; Turning On/Off Display of Flagged Items, Completed and Overdue Tasks. Filtering Tasks. Notes: Displaying Notes, Creating a Note; Editing a Note; Formatting a Note; Inserting an Image. In Any Outlook Section: Deleting Items; Assigning Categories to an Item; Hiding/Showing the Ribbon; Changing Which Columns are Visible; Sorting in Outlook; Searching in Outlook; Using Smart Folders; Using Text to Speech; Printing in Outlook. This Outlook 2016 for Mac Quick Reference also includes a list of Keyboard and Selection Shortcuts.

Outlook 2011 for Mac Beezix 2011-03-02 Laminated quick reference card showing step-by-step instructions and shortcuts for Outlook 2011 for the Mac. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Mail: Displaying Mail, Displaying the Inbox, Creating and Sending a Message, Attaching a File to a Message, Indicating Message Importance, Saving a Draft of a Message, Reading Messages and Attachments, Forwarding a Message, Replying to a Message, Saving an Attachment, Flagging Messages, Removing a Flag, Creating Folders, Filing Messages, Searching (Filtering) the Message List, Creating and Using Signatures, Setting Up a Rule, Using the Mailing List Manager, Out of Office Reply. Contacts & the Address Book: Viewing the Address Book, Creating a Contact, Sending a Message to a Contact, Creating a Contact from a Message, Creating a Group. Calendar: Displaying the Calendar, Creating a Calendar Event, Inviting Others to an Event, Moving an Event, Changing Event Duration. Tasks and Notes: Tasks, To Do, and Notes, Creating a Task or Note, Marking a Task Complete. Topics for Mail, Tasks, Notes, Calendar Entries: Printing Items, Sorting Items, Changing which Columns are Visible, Assigning Categories to an Item, Deleting Items. My Day. Also includes a list of keyboard shortcuts.

Microsoft Outlook 2016 Mail, Calendar, People, Tasks, Notes Quick Reference - Windows Version (Cheat Sheet of Instructions, Tips Beezix Software Solution 2015-11-18 Four page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use mail, calendar, people, tasks, and notes features of Microsoft Office Outlook 2016 (Windows Version). Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Outlook 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Mail: Displaying Mail Folders; Hiding/Displaying the Folder Pane; Creating and Sending a Message; Attaching a File to a Message; Showing BCC; Sending a Message with High or Low Importance; Requesting a Read or Delivery Receipt; Drafting a Message; Delaying the Delivery of a Message; Restricting Forwarding, Printing or Copying. Quick Filters: All and Unread; Reading Messages; Manual Send/Receive; Using the Outbox; Using Desktop Alerts. Deleting Messages; Saving an Attachment; Removing an Attachment; Replying, Forwarding, Printing a Message. Sorting Messages; Changing the Width of the List; Grouping Messages by Conversation; Ignoring a Conversation; Cleaning up Redundant Messages; Marking a Message as Clutter; Turning Grouping On/Off; Finding Mail Messages; Using Task Flags; Creating a Folder; Favorite Folders; Moving or Copying Messages; Using Quick Steps; Creating a Contact from a Message; Creating a Distribution List; Creating an E-Mail Signature; Manually Inserting Signatures; Using the Rules Wizard. Using the Out of Office Assistant; Handling Junk Mail. Calendar: Displaying the Calendar; Setting up Your Work Week; Viewing the Calendar; Creating Appointments; Creating, Scheduling and Editing Meetings; Repeating Appointments or Meetings; Responding to Meeting Requests; Changing Time or Date of Meeting/Appointment; Viewing Multiple Calendars; Creating a Calendar Group; Printing the Calendar; Using a Calendar Group; Using the Weather Panel. People: Displaying People; Creating & Editing Contacts; Linking Contacts; Deleting a Contact; E-Mailing a Contact; Searching for People; Merging with Contacts. Tasks and To-Do Items: Displaying To-Do and Task List Folders; Creating Tasks; Putting Items in the To-Do List; Editing a Task; Marking Complete; Changing Task Order; Assigning Tasks; Viewing To-Do Items in the Calendar; Hiding /Displaying Tasks in

the To-Do Bar.

Outlook for Microsoft 365 Classic Edition Quick Reference Guide Laminated Cheat Sheet TeachUcomp 2025-04-10 Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in Outlook or Microsoft 365 Classic Edition. When you need an answer fast, you will find it right at your fingertips with this Outlook for Microsoft 365 Quick Reference Guide. Clear and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Microsoft Outlook Web App for Exchange 2010 SP1 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff 2011-03-08 Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2010 SP1. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Mail: Displaying the Inbox, Creating and Sending a Message, Attaching a File to a Message, Showing BCC, Sending a Message with High or Low Importance, Requesting a Read or Delivery Receipt, Checking Spelling, Show/Hide the Reading Pane, Grouping Messages by Conversation, Ignoring a Conversation, Reading Messages, Opening/Saving Attachments, Replying to a Message, Forwarding a Message, Saving a Draft, Creating a Folder, Moving or Copying Messages, Opening Another User's Mailbox, Creating an E-Mail Signature, Turning on/off an AutoReply when Out of the Office. Chat: Starting a Chat, Resuming a Chat, Adding/Removing Chat Contacts, Changing Your Chat Status, Signing Out of Instant Messaging. Calendar: Displaying the Calendar, Viewing the Calendar, Creating & Editing Appointments, Scheduling Meetings, Responding to Meeting Requests, Making an Appointment Recur. Contacts: Displaying Contacts, Creating and Editing Contacts, Finding a Contact, Sending a Mail Message or Meeting Request to a Contact. Tasks: Displaying Tasks, Creating a Task, Marking a Task or Flagged Item Complete. Changing Tasks Viewed. Common Procedures: Using Flags, Sorting Tasks/Contacts/Email, Deleting an Item, Undeleting an Item, Using Categories, Searching for an Item, Logging Off. Also includes a list of keyboard shortcuts.

Microsoft Outlook 2010 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff 2010-06-15 Laminated quick reference card showing step-by-step instructions and shortcuts for how to use mail features of Microsoft Office Outlook 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are included: Displaying Mail Folders; Navigation Pane; To-Do Bar; Creating and Sending a Message; Attaching a File to a Message; Showing BCC; Sending a Message with High or Low Importance; Requesting a Read or Delivery Receipt; Drafting a Message; Delaying the Delivery of a Message; Restricting Forwarding, Printing or Copying. Reading Messages, Using the People Pane, Manual Send/Receive, Using the Outbox, Using Desktop Alerts. Deleting Messages, Emptying the Deleted Items Folder, Saving an Attachment, Removing an Attachment, Replying, Forwarding, Printing a Message. Sorting Messages, Grouping Messages by Conversation, Ignoring a Conversation, Cleaning up Redundant Messages, Turning Grouping On/Off, Creating an E-Mail Signature, Manually Inserting Signatures, Creating a Distribution List. Using Task Flags, Creating Folders, Adding/Removing Favorite Folders, Moving or Copying Messages, Using Quick Steps, Finding Mail Messages, Creating a Contact from a Message, Using the Rules Wizard, Using the Out of Office Assistant, Handling Junk Mail. Also includes a list of Keyboard and Selection Shortcuts. This guide is one of several titles available for Outlook 2010: What's New in Outlook 2010 from 2003, Outlook 2010 Mail, Outlook 2010 Calendar, Contacts, Tasks, Outlook Web Access for Exchange 2010.

Microsoft Outlook 2019 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide TeachUcomp 2018-11-30 Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory Outlook 2019. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 68 topics covered, this guide is perfect for someone new to Outlook or upgrading from a previous version. Topics Include: Contacts (People), Reading and Organizing E-Mail, Creating and Sending E-Mail, Tasks, The Calendar, Printing, Touch Actions and Keyboard Shortcuts. **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.

What's New in Outlook 2007 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card) Beezix, Inc Staff 2008-10-09 Laminated quick reference card showing instructions for the new and changed features of Microsoft Office Outlook 2007. Also includes a command reference showing Outlook 2003 commands and their 2007 equivalents. Topics include: The Ribbon; Controlling the Navigation Pane. Mail: Previewing an Attachment, Viewing Next/Previous Message in a Single Email, Using the Out of Office Assistant, Adding an Electronic Business Card to an Email. Calendar: Showing Full or Work Week, Meeting Change Notifications, Overlaying Multiple Calendars, Viewing To-Do Items in the Calendar, Changing Detail Level in Month View, Scheduling Assistant, Sending a Calendar Snapshot by Email, Receiving a Calendar Snapshot, Publishing Your Calendar to Office Online, Sharing a Published Calendar, Restricting Access to Free/Busy Information. Tasks: Tasks, To-Do Items, The To-Do Bar, Putting Items in the To-Do List. Simplified Steps for Sharing Calendar, Contacts, Tasks, Notes. Responding to a Sharing Request. Changing Sharing Permissions. Color-Coded Categories. Assigning Items to Categories. Using Instant Search. Using Search Queries. Features No Longer Available. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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