

## Microsoft Outlook 2010™ A Beginners Guide

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# **Outlook 2010 Manual**

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and Exchange Online If you re an IT Pro responsible for configuring managing and maintaining Office 365 and Exchange Online start with this well organized and authoritative resource Inside you ll find expert insights tips tricks and workarounds that will show you how to master Office 365 and Exchange Online in the shortest amount of time possible During the course of reading this book you will master a number of complex topics techniques commands and functions Topics include establishing remote sessions with Office 365 and Exchange Online creating and licensing user accounts adding mailboxes to accounts connecting to Office 365 Exchange Online and Windows Azure using PowerShell creating and using contacts adding equipment room and other special purpose mailboxes managing delivery permissions and storage managing groups for sharing and collaboration configuring mail support for Outlook and Outlook Web App customizing Office 365 and Exchange Online security and many more topics essential 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It provides a strong foundation by giving the reader the background needed to make smart buying decisions about computer technology It then gives a description of the hardware that is the foundation of all of the technologies used every day whether it s a laptop personal computer smartphone or other digital device From there it explains how the Internet actually works It then guides the reader through engaging step by step tutorials on how to use the Windows 7 operating system and the popular Office 2010 productivity tools including Word Excel and Powerpoint The book is written in a conversational and engaging style At the end of each chapter there are review questions and a project to apply what has been learned

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