# Microsoft<sup>®</sup> Outlook<sup>®</sup> 2010 ALL-IN-ONE

DUMMIES

# 10 BOOKS

- Getting Started
- E-mail Basics
- Über E-mail
- Working with the Calendar
- Managing Contacts
- Organizing Life with OneNote®
- Working with Business Contact Manager
- Customizing Outlook
- Managing Your Outlook Stuff
- Taking Outlook on the Road

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# Outlook<sup>®</sup> 2010 All-in-One For Dummies<sup>®</sup>

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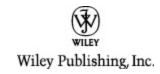
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Jennifer is a self-taught veteran of computing, which means, of course, that if something can happen to a computer user, it has probably happened to her at one time or another. Thus, Jennifer brings what's left of her sense of humor to her many books, including Outlook 2007 All-in-One Desk Reference, Adobe Photoshop Elements 4 in a Snap, How to Use Macromedia Dreamweaver 8 and Fireworks 8, Adobe Photoshop Elements 3 in a Snap, Digital Photography with Photoshop Album in a Snap, Paint Shop Pro 8 in a Snap, and Learning Microsoft Office 2007.

**Karen S. Fredricks** began her life rather non-technically growing up in Kenya. She attended high school in Beirut, Lebanon, where she developed her sense of humor while dodging bombs. After traveling all over the world, Karen ended up at the University of Florida and is an ardent Gator fan. In addition to undergraduate studies in English, Theater, and Accounting, Karen has a master's degree in