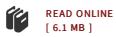# Outlook 2007 For Dummies

By Bill Dyszel

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Outlook 2007 For Dummies, Bill Dyszel, * Most users take advantage of only two percent of Outlook's power; this book shows them how to harness frequently overlooked tricks and techniques that can significantly boost productivity* Shows how to manage time and information in the new interface, covering instant searches, the To-Do bar, color categories, and task integration with OneNote, Project, Access, and Windows SharePoint Services* Explains how to connect across boundaries with access to WSS data, two-way sync and offline access, calendar sharing, smart scheduling, RSS support, electronic business cards, and the improved out-of-office assistant* Demonstrates how to stay safe and in control with the improved spam filter, anti-phishing capabilities, e-mail postmark features, e-mail folder organization, and information rights management.

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