

Microsoft Outlook



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Timothy J. O'Leary, Linda I. O'Leary

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The Outlook Answer Book Tom Archer, Brian Delahunty, 2005 Annotation Preface Why Another Book on Outlook Many dozens of books have been written about using the Microsoft Outlook product Although many of these books are very good none of them provided the key element that we as authors wanted to focus on with this book providing a means by which a reader could open the book and very quickly locate an answer to a question This is because most Outlook books are tutorial in nature with each chapter designed to be read from beginning to end But what if you simply have a question about a given feature and don't have the time or inclination to read through an entire chapter or paragraph searching for the answer This is how we came up with the idea of producing an Outlook book in FAQ Frequently Asked Questions format The FAQ format made popular in online material enables the reader to more quickly skim the table of contents or a chapter to locate the needed question answer without having to read through a lot of unrelated material In fact in a usability study in which Outlook users were given several books from which to find answers to common Outlook questions the users found the answer three times faster using the FAQ format Therefore feel free to skim the table of contents we're sure you'll find that it's much easier and faster than ever to find just the information you're looking for

Conventions Used in This Book To make the book and specifically the steps to solving each issue more readable the book employs the following conventions Text that you enter Anytime you see text that is underlined this represents text that you are to enter verbatim We chose this method instead of using quotation marks around the text because that's always misleading in terms of whether the reader is to actually type in the quotation marks By underlining the text you can see exactly what you need to type Bold keywords in step by step instructions Studies have shown that most people do not read every word in a list of directions but instead look for the main words of the sentence that indicate what needs to be done Therefore we decided to bold the Outlook keywords to visually break up large amounts of text and to make following the steps much easier and faster For example if the sentence states From the Tools menu click the Options button you can easily glance over that sentence and see the words Tools followed by Options and know what to do without reading each word of the sentence Bold dialog form elements Many times an item on the form is named as a fragment so it makes reading the sentence that refers to it difficult As an example one option on the Options dialog box states Send immediately when connected Therefore for the reader to more easily discern the name of the option from our descriptive text the option text always appears in bold for example Turn on the option labeled Send immediately when connected Keyboard combination When the reader needs to press multiple keys to carry out a function the specific text typically shown on the keys is shown in bold Therefore if you need to hold the Ctrl button while pressing the letter n the text would read Press the Ctrl N combination

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