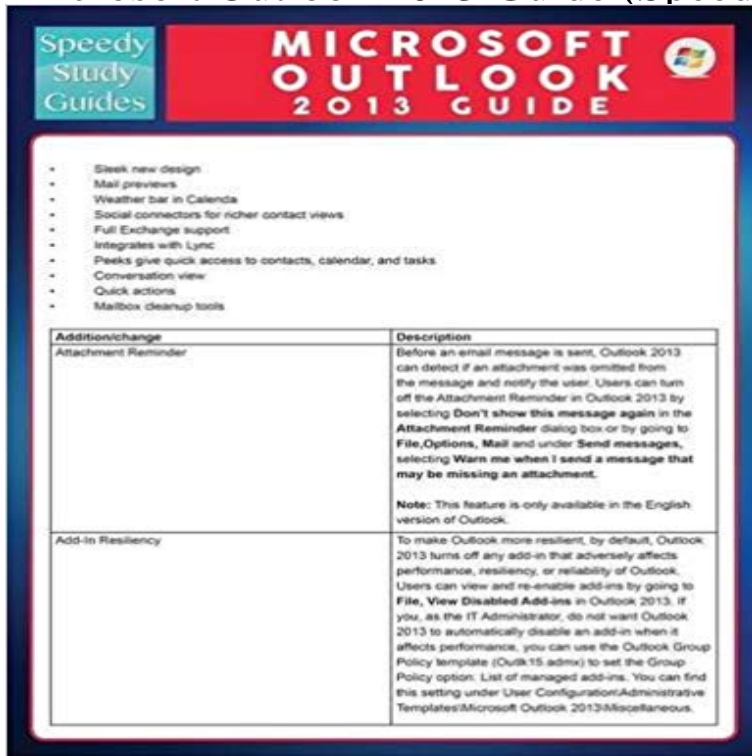


Microsoft Outlook 2013 Guide (Speedy Study Guide)



Outlook 2013 is an upscale version of the former Outlook. The particular functions are now separated by tabs. The file tab has all the information that is needed to make changes such as save, open, print, options, etc. The home tab is where the simple transactions take place such as new mail, reply, delete, etc. Send/Receive tab is all about sending and synching files and folders. Folder tab allows changes or formatting to folders View addresses how you would like to customize the view of your Outlook experience. A chart would be beneficial to compare the old version to the new perhaps showing the ease of the transition. People that prefer the older versions would appreciate knowing where to find the function in the new format if a chart could point this out easily for them. The transition would be much easier.

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