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Outlook 2013

Level 2

Customizing Outlook

The Outlook environment
General options and account settings
Quick Steps
The Folder pane and Navigation bar

Customizing Messages

Message appearance
Signatures
Voting buttons
Out-of-office messages

Mailbox Organization and Management

Setting rules
Managing your mailbox

Organizing Items

Folders
Searching
Advanced filtering
Categories

Notes and Journals

Recording information with notes
Tracing activities with the Journal

Collaboration

Sharing your calendar and contacts
Staying informed with RSS

Connection with SharePoint

Connecting with colleagues via
Outlook Social Connectors