

General

Mail

Calendar

Contacts

Tasks

Notes and Journal

Search

Mobile

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins



Reduce mailbox size by deleting or moving old items to an archive. [Settings...](#)

Reminders



☒ Show reminders

☒ Play reminder sound:

Export



Export Outlook information to a file for use in other programs.

[Export](#)

RSS Feeds



☐ Any RSS Feed item that is updated appears as new

☐ Synchronize RSS Feeds to the Common Feed List (CFL) in Windows

Send and receive



Set send and receive settings for incoming and outgoing items. [Send/Receive...](#)

☒ Send immediately when connected

Office 2007 Address Book Backup

Joan Lambert,Joyce Cox



Office 2007 Address Book Backup:

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Office 2007 Chris Grover, Matthew MacDonald, E. A. Vander Veer, 2007-04-27 A comprehensive guide to Microsoft Office 2007 covers all of the features of Word Excel PowerPoint and Access providing helpful guidelines on how to use the programs and including tips on how Office 2007 differs from Office 2005

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Microsoft SharePoint 2007 for Office 2007 Users Martin Reid,2009-06-24 Aimed at end users who face the daunting task of mastering MOSS 2007 in the enterprise business environment this book shows you how to make effective use of what can be a confusing array of features You ll review how SharePoint is central to the Microsoft Office platform because organizations use it to organize workflow integrate Office documents with line of business applications provide search capabilities across all types of documents and data and distribute these tools internally and externally on Web sites for end users Plus the book offers you well designed examples and explanations that can be easily applied in real world situations Martin WP Reid Belfast Ireland is an analyst for The Queens University of Belfast Northern Ireland He is the author and technical editor of more than a dozen technical books He is a regular contributor to the Microsoft Office SharePoint blog Get the Point <http://sharepoint.microsoft.com/blogs/getthepoint>

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