

## Microsoft Outlook 2010 Plain Simple

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3 3. An Appointment window will open in which you can enter a subject, location and description, along with other information. For the Subject, type in Outlook Training Session 4. Move to the Location box (either use the mouse or press the <Tab> key next to the letter Q on the keyboard) and type in the name of your training room, e.g. Sail 108 (after you have

### Microsoft Outlook 2010 A Beginners Guide

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### Microsoft® Outlook® 2010 Plain & Simple book by Jim Boyce

Overall, this book provides exactly what it states in the title: a plain and simple guide. While not particularly suited for IT professionals, it could be a

valuable resource in the hands of a small business owner who wants to get the most out of Outlook 2010.

**Book Review: "Microsoft Outlook 2010 Plain & Simple" - New ...**

Microsoft Outlook 2010 plain & simple. [Jim Boyce] -- Provides information on how to use Microsoft Outlook 2010 to perform such tasks as writing and sending e-mail, organizing one's work, sharing information, scheduling meetings and appointments, and ...

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