



Conquer Outlook—from the inside out!

Hey, you know your way around Outlook—so now dig into Version 2002 and really put your e-mail system to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and handy workarounds in concise, fast-answer format—it's all muscle and no fluff. Discover the best and fastest ways to perform everyday tasks, and challenge yourself to new levels of Outlook mastery!

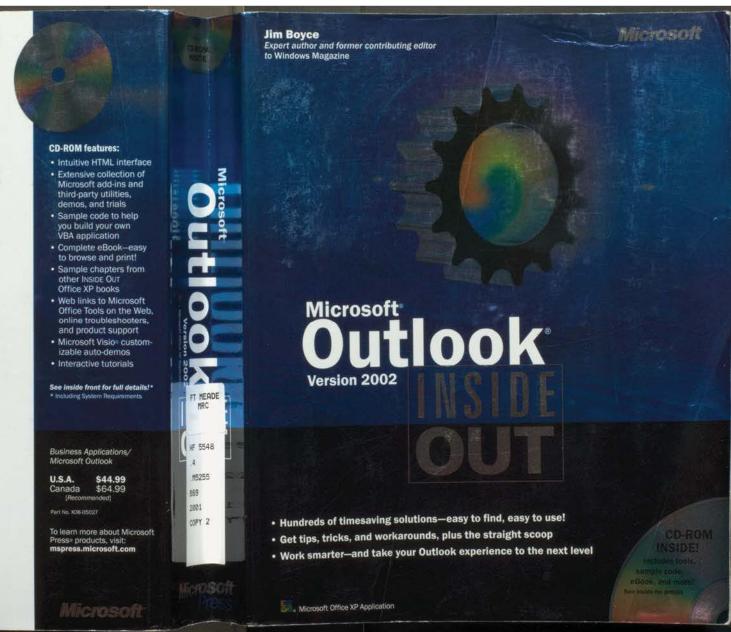
- Build on what you already know about Outlook and quickly dive into what's new
- · Automate routine tasks, such as backing up your mailbox
- · Organize, synchronize, and archive critical data
- Customize Outlook—from templates and add-ins all the way to HTML
- Integrate Outlook with Outlook Express and other Microsoft Office applications
- Configure Outlook as a Microsoft Exchange Server client
- · Work off line or over the Internet
- · Set up and manage public folders
- · Support roaming and mobile users
- Develop your own forms and apps using Microsoft Visual Basic* for Applications and script

About the Author

Jim Boyce has written more than 40 computer books and is well-known for his expertise with operating systems and business productivity software. A former contributing editor and columnist for Windows Magazine, Jim is a frequent contributor to TechRepublic, Winmag.com, and other technical publications.









The CD that helps you put your software to work!

Dig in-for the work-ready tools and resources that help you go way beyond just using Outlook. You'll conquer it! Just like the Inside Our book, we've designed your INSIDE OUT CD to be both comprehensive and supremely easy to use. All the tools, utilities, and add-ins have been tested against final Outlook Version 2002 code-not beta. The sample chapters from other Inside Our books help take your Office XPlearning experience even deeper. You get essential links to online software updates, product support, and more-direct from the Microsoft Office team. And with the CD's intuitive HTML interface, you'll always know exactly where you are and what else you can do!



Your Inside Out CD features:

- Microsoft and Third-Party Add-Ins-most-have tools, utilities, demos, and trial software
- Office Tools on the Web—complete descriptions and links to official Microsoft Office resources on line
- Author Extras—sample code to help build your own applications using Microsoft Visual Basic* for Applications (VBA)
- More Inside Our Books—sample chapters from other Inside Our Office XP books
- Complete Microsoft Press® eBook—the entire Microsoft Ovtrook Version 2002 Inside Outbook in easy-search electronic format
- Step by Step Interactive Tutorials—trial version of official Microsoft interactive training for Office XP

Want to learn more? Read on for full details, including System Requirements (last page of this section).

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