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Microsoft Outlook was introduced to the public in 1997 and was included with Microsoft Office 97. Outlook Express was included with Windows XP (and was the only free version). Since then, Microsoft has released an abundance of updated versions, each offering more features than the one before it. Microsoft Outlook is included in many of the Microsoft Office application suites, including various ...

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Outlook includes a Quick Steps feature that lets you apply multiple actions to a message with one click. Outlook includes several default Quick Steps, but you also can create your own (and delete the default ones if you don't need them). If you regularly perform the same set of actions, creating a Quick Step and assigning it a hotkey can save you a lot of time.

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A Guide to Quick Steps in Microsoft Outlook

Opening Outlook To open Outlook on a PC: 1. Click on [Start] (the circular button in the bottom left-hand corner of the screen), All Programs, Microsoft Office 2013 and finally Outlook 2013 – note that it may take a while to fully open up 2. The first time that you use Outlook on your own PC, follow the instructions given in Using

Microsoft Outlook 2013 A Beginners Guide

The Beginner's Guide to Microsoft Outlook 2013. Matt Klein @howtogeek Updated July 11, 2017, 10:30pm EDT. Many of us crave organization and productivity. If you already use Microsoft Office, then you already have the ultimate tool to

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Outlook is free personal email and calendar from Microsoft. Microsoft 365 provides the productivity tools required by enterprises. This guide covers key details about Microsoft

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365, including available Office applications, system requirements, and pricing.

Microsoft 365: A cheat sheet - TechRepublic

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