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Mike McGrath



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effort with this sophisticated software platform You ll learn to create reply to and manage email messages and organize them using folders Setting up meetings very precisely and managing them can turn an amateur into a productivity pro With this course you ll learn to seamlessly integrate new contacts into your Address Book You ll easily view and share calendars with others in Microsoft Outlook 2016 create a to do list and print your calendar to share with others In addition this course describes how to create time saving rules to filter your email based on your own needs and requirements You ll even find out how to use the mail merge feature to merge your contact information stored in Outlook 2016 into a Microsoft Word document Whether you re new to this software platform or just need an update on the latest features and pro tips this course has everything you need to be productive and organized It provides a simple way to get organized so you can start getting more stuff done Downloading the example code for this course You can download the example code files for this course on GitHub at the following link <https://github.com/PacktPublishing/Microsoft-Outlook-2016> If you require support please email customercare@packt.com

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