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## Outlook 2010 - gérer efficacement ses mails

By Demaret, Luc

ENI, 2012. Paperback. Condition: NEUF. Un coffret de 2 livres pour apprendre les fonctionnalités de Outlook 2010 et optimiser par de nombreux conseils et exemples la gestion quotidienne de ses mails. Le livre de la collection Référence Bureautique : Outlook 2010. Ce guide pratique vous présente dans le détail les fonctions du logiciel de messagerie Microsoft® Outlook 2010. Il s'adresse à toute personne désirent découvrir et approfondir l'ensemble de ses fonctionnalités. Après la description de l'environnement comprenant le ruban et le nouvel onglet Fichier, vous découvrirez le nouvel affichage Conversation qui permet de regrouper les messages par conversations, vous apprendrez à envoyer des messages de différent format, basés ou pas sur un modèle ; vous verrez aussi comment renvoyer un message, rappeler un message envoyé par erreur ou marquer un message pour le suivi. Vous apprendrez ensuite à répondre à un message, à le transférer et à gérer les éventuelles pièces jointes. Pour compléter vos messages, vous apprendrez à y insérer signature, fichier, calendrier. Vous verrez dans le détail comment configurer votre messagerie : choisir le format des messages, créer une ou plusieurs signatures, mettre en place un message d'absence, définir une mise en forme conditionnelle des messages (par exemple, afficher en rouge les...



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