Tips and Tricks in Microsoft Outlook 2007

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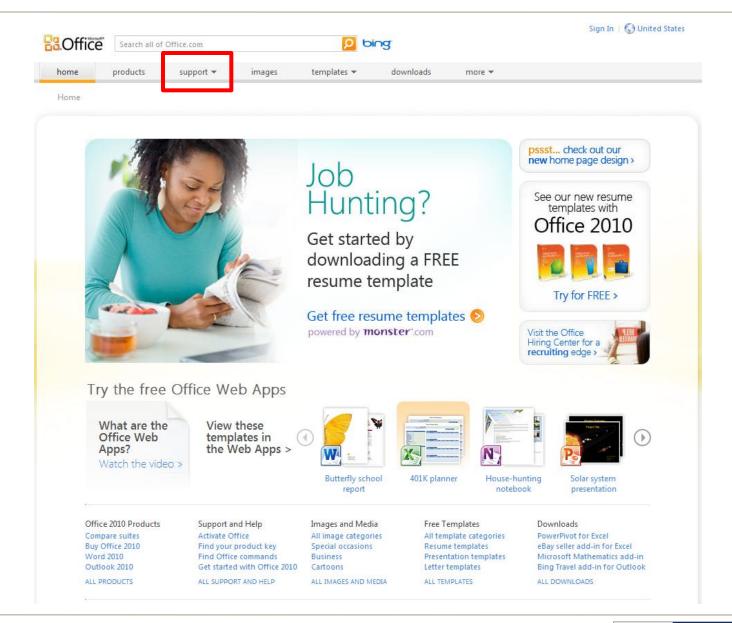
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A few notes…

- **I'm using Outlook 2007.**
- **I'm using the default layout.**
  - Reading Pane is on.
  - To-Do Bar is on.
  - To turn on either of those, go to the **Tools** menu.

Let's begin!

Thank You!

The recording of today's presentation, along with the PowerPoint slides, will be available on our Career Programming Web page by next week:

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