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# Advanced MS Outlook: With Email Management

Advanced  
**MS Outlook**  
with Email Management

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## Synopsis

This book is written for those who needs to know how to use MS Outlook in the basic and advanced level. It will go though Mail, Calendar, Tasks, Contacts, etc. Email Management will discuss how to minimize stress caused by the multitude of mails we receive everyday by maximizing the features of MS Outlook. This book will discuss Mail Merge, Conditional Formatting, and many more!

## Book Information

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