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Account Information



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POP/SMTP



Add Account



Account
Settings

Account Settings

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Tools

Mailbox Settings

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Mailbox Cleanup...

Manage mailbox size with advanced tools.



Empty Deleted Items Folder

Permanently delete all items in the Deleted Items folder.



Clean Up Old Items...

Move old items to an Outlook Data File.



Set Archive Folder...

Set the destination folder for quick archiving.

ts

o help organize your incoming email messages, and receive
re added, changed, or removed.

Disabled COM Add-ins

are affecting your Outlook experience.

Outlook Manual Archive

Nancy Conner,Matthew MacDonald



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Office 2010: The Missing Manual Nancy Conner, Matthew MacDonald, 2010-07-14 Microsoft Office is the most widely used software suite in the world The half dozen programs in Office 2010 are packed with amazing features but most people just know the basics This entertaining guide not only gets you started with Office it reveals all kinds of useful things you didn t know the software could do with plenty of power user tips and tricks when you re ready for more Create professional looking documents Learn everything you need to know to craft beautiful Word documents Stay organized Keep track of your email calendar and contacts with Outlook Crunch numbers with ease Assemble data make calculations and summarize the results with Excel Make eye catching presentations Build PowerPoint slideshows with video

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