

Microsoft Outlook 2010 Step By Step

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Step 1 Open Microsoft Outlook 2010. Step 2 Click on File and select the Add account button under the Information menu item.

Manually Set Up an Email Account in Microsoft Outlook 2010 ...

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Manage email messages by using rules - Outlook

Step 1, Open Microsoft Outlook 2010. If you are using Microsoft Outlook on an Exchange Server account this function is most likely not available to you. Archiving is controlled by server administrators, rather than individuals. Step 2, Click on the "File" tab on the top horizontal bar. Step 3, Select "Cleanup Tools" from the options.

How to Archive in Outlook 2010 (with Pictures) - wikiHow

Outlook 2010 is part of the Microsoft Office 2010 suite. Use Outlook email and its other functions at home and in the workplace.

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