

# TOP TEN BENEFITS

## Of Microsoft® Office Outlook® 2010



Microsoft® Office Outlook® 2010 helps users better manage their time and information, connect across boundaries, and help remain safe and in control. Here are the top 10 ways that Office Outlook 2010 helps users increase productivity and improve collaboration.

1.

### Instantly search your information.

Having problems finding the information you need? Use Office Outlook 2010 to search for keywords, dates, or other flexible criteria to locate items in your e-mail, calendar, contacts, or tasks to help save valuable time. Instant Search in Office Outlook 2010 is fully integrated within the interface so you don't have to leave Outlook to find the information you need.

2.

### Easily manage your daily priorities and information.

Check your priorities for the day by looking at the To-Do Bar where your flagged mails and tasks are clearly laid out. The To-Do Bar also connects tasks you may have stored in Microsoft Office 2010 programs like Project, OneNote®, and Microsoft Windows® SharePoint® Services technology. Finally, the integration of the To-Do Bar items on the calendar helps you easily schedule and block off time to follow up on items.

3.

### Get better results faster with a redesigned user interface.

Office Outlook 2010 has redesigned the look and feel of the messaging interface to make composing, formatting, and acting upon information an easier and more intuitive experience. You now have all of the rich features and capabilities of Outlook in an accessible and streamlined location, making it simple to navigate your options.

4.

### Connect with people easily and effectively.

Office Outlook 2010 calendaring functionalities provide easy ways to share your calendar with anyone within or outside of your organization, giving your important contacts immediate access to your information. You can create and publish Internet calendars to Microsoft Office Online, add and share Internet calendar subscriptions, e-mail calendar snapshots, or even send a customized electronic business card to one of your clients, making it easy to communicate with anyone.

5.

### Increased collaboration and functionality with Microsoft Exchange Server 2010.

Office Outlook 2010, used in conjunction with Exchange Server 2010 offer a rich and complete Outlook experience. Users benefit from a scheduling assistant that automates time-consuming calendaring tasks, the ability to schedule and customize out-of-office communications, and managed folders that facilitate compliance needs. Office Outlook 2010 and Exchange Server 2010 also combine to deliver a new level of security when collaborating, offering multiple messaging approaches with enhanced security that are easy to use and reassure users they can be confident in the security of their messages.

6.

### Manage your shared information and content in one interface.

Office Outlook 2010 provides you a rich interaction with information stored in Windows SharePoint Services technology at any time. You can connect Windows SharePoint Services documents, calendars, contacts, tasks, and other information to Office Outlook 2010, giving you a central place to manage your information. Additionally, you have full editing capabilities, so that any changes you make to this information stored in Office Outlook 2010 will be reflected on the server version.

7.

### Enjoy new measures that help keep you safe from junk e-mail and malicious sites.

Office Outlook 2010 has taken new measures to help keep you safe from junk mail and "phishing" Web sites. To help protect you from divulging personal information to a threatening Web site, Office Outlook 2010 has an improved junk e-mail filter and has added new features that disable links and warn you about threatening content within an e-mail message.

8.

### Organize your information in new, rich ways.

Using Color Categories in Office Outlook 2010, you can easily personalize and add categories to virtually any type of information—e-mail, calendar items, contacts, or tasks. Color categories give you a simple, visual way to distinguish items from one another, making it easy to organize your data and search for information.

9.

### Manage all your communication in one interface.

With Office Outlook 2010, you can now read and manage your Really Simple Syndication (RSS) feeds and blogs right from within Office Outlook 2010, the most natural place to manage this information. Using the integrated support for RSS feeds in Office Outlook 2010, you no longer have to leave Outlook to read the latest world news, catch up on your favorite sports team, or remain up-to-date on interesting blogs. It's easy to get started adding these subscriptions using the built-in home page in Office Outlook 2010 provided by Office Online.

10.

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## **Experience the 2010 Microsoft Office System**

**Use these valuable resources to get more information on the 2010 Microsoft Office system**

The 2010 Microsoft Office system includes programs, servers, services, and solutions designed to work together to help you succeed. New features in the 2010 release enhance how employees can work with one another, partners, and customers, and how organizations capture and use information. Updated packaging options allow you to have more flexibility than ever before to adopt the specific technologies and solutions that best meet your business and personal needs.

Check out quick and easy to use webcasts and Tips and Tricks to learn more about the 2010 Microsoft Office System. See how its enhanced, intuitive design and improved features help you get more out of the programs you use every day.

Learn more about the 2010 Microsoft Office System at [www.office.microsoft.com](http://www.office.microsoft.com).

### **2010 Microsoft Office system – Microsoft E-Learning**

The 2010 Office system is designed to increase individual impact, simplify collaboration, streamline business processes and content management, and improve business insight. Microsoft Learning can help you examine the new products—for a limited time, free training, e-learning, books, and skills assessments are available.

<https://www.microsoftlearning.com/>