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Outlook 2016 's Tasks Home Tab. More than an email program, Outlook 2016 can also help you schedule and track personal and professional projects. On the Tasks Home tab on the Outlook 2016 Ribbon, you ' ll see tools for managing your workload more quickly and effectively, as shown in the following image.

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Mail box bloat. Everyone gets it over time. Your Outlook 2016 Inbox fills up with messages that you neglected to delete or file away, and before you know it you ' ve got thousands of messages, taking up space in your data file and preventing you from browsing the new stuff easily. Here are some ideas for breaking up that clog.

Organizing Your Mail in Outlook 2016 - dummies

Manage messages, tasks, contacts, and calendars in Outlook; Clocking in at over 800 pages, Office 2016 All-in-One For Dummies will be the singular Microsoft Office resource you'll turn to again and again.

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