



QuinStreet ●●● 10400 Linn Station Road, Suite 100 ●●● Louisville, KY 40223

Microsoft Outlook 2011 for Mac Reference Guide

Microsoft Outlook is a personal information manager from Microsoft. Although often used mainly as an e-mail application, it also includes a Calendar, Task Manager, Contact Manager, note taking, a journal and Web browsing

The 2011 version offers better tracking of e-mail conversations by using a single subject, easier migration from Windows to the Mac, efficient consolidation of inboxes to a single folder and improved OS X integration.

The attached document, provided by CustomGuide, gives users a handy “cheat sheet” to quickly master the basics of using Outlook 2011 for Mac.

Included in this ZIP file are:

- Intro Page.pdf
- Terms and Conditions.pdf
- Microsoft Outlook 2011 for Mac Reference Guide.pdf