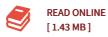# Maya 2012 in Simple Steps

By Kogent Learning Solutions Inc.

Dreamtech Press/Wiley India, 2012. Softcover. Book Condition: New. This book helps you to create, send, and receive e-mail messages and keep track of appointments and To-Do List. With the help of this book, you will learn to schedule your meetings, appointments, and events. In addition, this book teaches you to manage your tasks and events as well as apply rules on an e-mail message. Through this book, you can also learn to secure your e-mail messages and apply digital signatures on them. The key features of this book include a detailed coverage of MS Outlook 2010 along with its new features in an easy-to-understand language with lots of illustrations. The content of the book is arranged in such a way that it would be beneficial for both the beginners as well as for professionals who want to upgrade their learning skills. The book covers: Launching the MS Outlook 2010 application and exploring its user interface Introducing new features, which include the Backstage view, Ribbon, the Conversation view, Quick Steps, Mail Tips, Suggested Contacts, Outlook Social Connector, Cleanup tools, the Ignore option, Paste Preview, Insert Screenshots, the Schedule view, and Publish Calendar Online Composing, sending, receiving, replying, and forwarding an e-mail...

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