

Outlook Business Contact Manager 2010

Duration: 1 Day

This course is designed for anyone new to using Outlook's Business Contact Manger.

Course Content:

- What's new in Business Contact Manager 2010
- Get started
- Use the workspaces
- Use Business Contact Manager records
- Share data
- Customize Business Contact Manager
- Import and export
- Stay productive when you're out of the office
- Safeguard your privacy and security
- Manage your database
- Accessibility in Business Contact Manager