

Microsoft® Outlook® 2010 Inside Out

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To ensure the ongoing accuracy of this book and its companion content, we've reviewed and confirmed the errors listed below. If you find a new error, we hope you'll report it to us on our website: www.microsoftpressstore.com/contact-us/errata.

Page	Location	Description	Date corrected
115	"Understanding Categories" section, second paragraph	Reads: For example, you might use categories to assign Outlook 2010 items such as messages and tasks to a specific and I. Should read: For example, you might use categories to assign Outlook 2010 items such as messages and tasks to a specific project.	3/15/2013
445	"Phoning a Contact" section, second paragraph	Reads: To make a phone call tsuchando a contact using Outlook 2010, follow these steps: Should read: To make a phone call to a contact using Outlook 2010, follow these steps:	10/7/2011
449	Figures	Figures are off in Chapter 18. The correct order is as follows: Figure shown as 18-11 is for 18-10 Figure shown as 18-12 is for 18-11 Figure shown as 18-13 is for 18-12 Figure shown as 18-14 is for 18-13 Figure shown as 18-15 is for 18-14 Figure shown as 18-16 is for 18-15 Correct version of Figure 18-16 will appear in a future reprint Figure shown as 18-19 is for 18-18 Figure shown as 18-20 is for 18-19 Figure shown as 18-21 is for 18-20 Figure shown as 18-22 is for 18-21 Figure shown as 18-23 is for 18-22 Correct version of Figure 18-23 will appear in a future reprint	3/15/2013
503	"Creating a Custom View" section, first sentence	Reads: Up to now, we have l?ooked... Should read: Up to now, we have looked...	10/7/2011

Page	Location	Description	Date corrected
545	Second paragraph, first sentence	<p>Reads: You create a recurring task much the same way you create a single-instance task, except hat...</p> <p>Should read: You create a recurring task much the same way you create a single-instance task, except that...</p>	10/7/2011
619	Part 5 page numbers	<p>Page numbers are missing. Should read:</p> <p>Chapter 24 Using Templates 621</p> <p>Chapter 25 Customizing the Outlook Interface 631</p> <p>Chapter 26 Creating Custom Views and Print Styles 653</p> <p>Chapter 27 Designing and Using Forms 687</p> <p>Chapter 28 Automating Common Tasks 715</p>	10/7/2011
658	"Modifying..." section, first sentence	<p>Should read: You can easily modify, rename, or delete views.</p>	3/15/2013