

Microsoft® Outlook® 2010 Step by Step

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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
xiii	See Also reader aid	<p>Reads: For detailed information about the ribbon in Microsoft PowerPoint, see "Working in the Outlook Program Window" in Chapter 2, "Explore the Outlook Windows."</p> <p>Should read: For detailed information about the ribbon in Microsoft Outlook, see "Working in the Outlook Program Window" and "Working with the Ribbon and the Backstage View" in Chapter 2, "Explore the Outlook Windows."</p>	3/9/2012
xxiii	"Getting Help with This Book" section, first URL	<p>Reads: go.microsoft.com/fwlink/?LinkId=192151</p> <p>Should read: http://go.microsoft.com/fwlink/?LinkId=192151</p>	3/9/2012
49	Step 20	<p>Reads: With the newly formatted text still selected, click the <bold>Clipboard</bold> dialog box launcher.</p> <p>Should read: With the newly formatted text still selected, click the <bold>Copy</bold> button, and then click the <bold>Clipboard</bold> dialog box launcher.</p>	
169	First graphic, top label	<p>Reads: Recurrence-related solutions</p> <p>Should read: Recurrence indicators</p>	3/9/2012
219	Third bulleted item, second sentence	<p>Reads: When expanded, the Daily Task List at displays the tasks due...</p> <p>Should read: When expanded, the Daily Task List displays the tasks due...</p>	

Page	Location	Description	Date corrected
280	Step 2	Reads: In the Time Zone area... Should read: In the Time Zones area...	
312	First graphic	The graphic above step 10 should be placed above step 11.	
327	Step 3, second paragraph	Reads: The Select Members: Contacts dialog box opens, displaying your organization's Global Address List, your default Contacts address book, or whatever address book you have most recently accessed by using this method. Should read: The Select Members: Contacts dialog box opens, displaying the contents of your default Contacts address book.	
359	Step 12	Reads: ...Select signatures to edit... Should read: ...Select signature to edit...	
381	Step 1	Reads: ...where you want the picture to appear. Should read: ...where you want the chart to appear.	
453	First paragraph, second sentence, and step 1	First paragraph, second sentence reads: ...SharePoint Calendar... Should read: ...SharePoint calendar... Step 1 reads: ...display the contacts list you want to work with... Should read: ...display the calendar you want to work with...	
459	First paragraph after bulleted list, first sentence	Reads: You can display or hide any of the workspace elements (other than the menu bar, which can't be changed) from the View menu. Should read: You can display or hide any of the workspace elements from the View tab of the ribbon in any module.	
484	"Mail" section, third paragraph, first sentence	Reads: The Mail page is divided into 10 sections. Should read: The options on the Mail page are divided into 11 sections.	