

Title:

Microsoft Outlook: Traveller's Secret Advantage

Word Count:

986

Summary:

<p>Helps you stay productive on the road Guidance for Owners/Managers

By Christopher Elliott</p>

Keywords:

Small Business, Small Business Software, Small Business Idea, Small Business Startup

Article Body:

<p>

If you want to become a better traveller, you can skip some of those how-to books pe  
<br>

Instead, fire up your laptop computer and open Microsoft Outlook. Yes, I'm talking  
<br>

**Make the Most of Your Laptop </strong><br>**

Odds are pretty good that you've got a copy of it installed on your laptop, and th  
<br>

Outlook is to travellers what a paper clip is to MacGyver. It does a lot more than  
<br>

**Using Scheduling Features for a Trip </strong><br>**

Marielle Barnes, a consultant in Bangalore, India, counts on Outlook's scheduling  
<br>

Robert Hanson relies on Outlook and a third-party application called Xpressions to  
<br>

Outlook has bailed me out a few times, too. <br>

<br>

My favourite feature is the contacts manager, which has rescued me more often than  
<br>

**A Traveler-Friendly Upgrade </strong><br>**

To say that Outlook has been underappreciated by the jet set in the past might be  
<br>

Here are a few of its handy features:

<ul>

<li><strong>Find it faster. </strong> Outlook helps you make sense of all the e-  
</li>

<li><strong>Keep junk mail out. </strong> Speaking of spam, the new Junk E-mail  
</li>

<li><strong>Work without a Net. </strong> If you use an e-mail account through M  
</li>

<li><strong>Mine your business contacts. </strong> The new Business Contact Mana  
</li>

</ul>

**Cool "Feel" to Outlook 2003 </strong><br>**

Think of the latest version of Outlook as MacGyver trading in his screwdriver for  
<br>

But best of all, the Outlook 2003 with Business Contact Manager promises to make m  
<br>

As the publisher of a travel e-mail newsletter, I was particularly impressed with  
<br>  
With Outlook 2003, the learning curve is steep on a few functions - I'm still trying  
  
<br>  
But it won't take long to get the hang of it. And once you do, the new Outlook will

This is a demo version of txt2pdf v.10.1  
Developed by SANFACE Software <http://www.sanface.com/>  
Available at <http://www.sanface.com/txt2pdf.html>