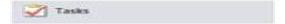


- Move the original email to your Archives folder or Delete the original email.
- Convert & Move | Delete
- 8. Convert email to Task
- Drag and drop the email from your Inbox to the Navigation Pane (left side/bar) on the Tasks icon:



The e-mail will be copied into a task with its original text.

Schedule the task.



- Move the original email to your Archives folder or Delete the original email.
- Convert & Move | Delete

Notes

- When the Due Date (Forfal/sdato) is passed and the task is not done: the task will automatically move forward
 and follow the current day in you To-Do Bar under the Calendar view.
- Some Drag&Drop alternatives:
 - Left click, drag&drop to the Tasks icon → automatically transforms your email into a task with the email text copied.
 - Right click, drag&drop to the Tasks icon -> choose between create a task with the email's text, with the
 email in attachment or to move the email to a task with the email in attachment.

Shift from "Inbox based work method" to "tasks based work method". Inbox/email work method -> Task based work method

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Thirumalaisamy P. Velavancorresponding

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- 1. Understanding the eBook Microsoft Outlook 2010 Configuration Guide
 - The Rise of Digital Reading Microsoft Outlook 2010 Configuration Guide
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Microsoft Outlook 2010 Configuration Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Outlook 2010 Configuration Guide
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Microsoft Outlook 2010 Configuration Guide
 - Personalized Recommendations
 - Microsoft Outlook 2010 Configuration Guide User Reviews and Ratings
 - Microsoft Outlook 2010 Configuration Guide and Bestseller Lists

- 5. Accessing Microsoft Outlook 2010 Configuration Guide Free and Paid eBooks
 - Microsoft Outlook 2010 Configuration Guide Public Domain eBooks
 - Microsoft Outlook 2010 Configuration Guide eBook Subscription Services
 - Microsoft Outlook 2010 Configuration Guide Budget-Friendly Options
- 6. Navigating Microsoft Outlook 2010 Configuration Guide eBook Formats
 - ∘ ePub, PDF, MOBI, and More
 - Microsoft Outlook 2010 Configuration Guide Compatibility with Devices
 - Microsoft Outlook 2010 Configuration Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Outlook 2010 Configuration Guide
 - Highlighting and Note-Taking Microsoft Outlook 2010 Configuration Guide
 - Interactive Elements Microsoft Outlook 2010 Configuration Guide
- 8. Staying Engaged with Microsoft Outlook 2010 Configuration Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Outlook 2010 Configuration Guide
- 9. Balancing eBooks and Physical Books Microsoft Outlook 2010 Configuration Guide
 - Benefits of a Digital Library
 - o Creating a Diverse Reading Collection Microsoft Outlook 2010 Configuration Guide
- 10. Overcoming Reading Challenges
 - $\circ\,$ Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Outlook 2010 Configuration Guide
 - Setting Reading Goals Microsoft Outlook 2010 Configuration Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Outlook 2010 Configuration Guide
 - Fact-Checking eBook Content of Microsoft Outlook 2010 Configuration Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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