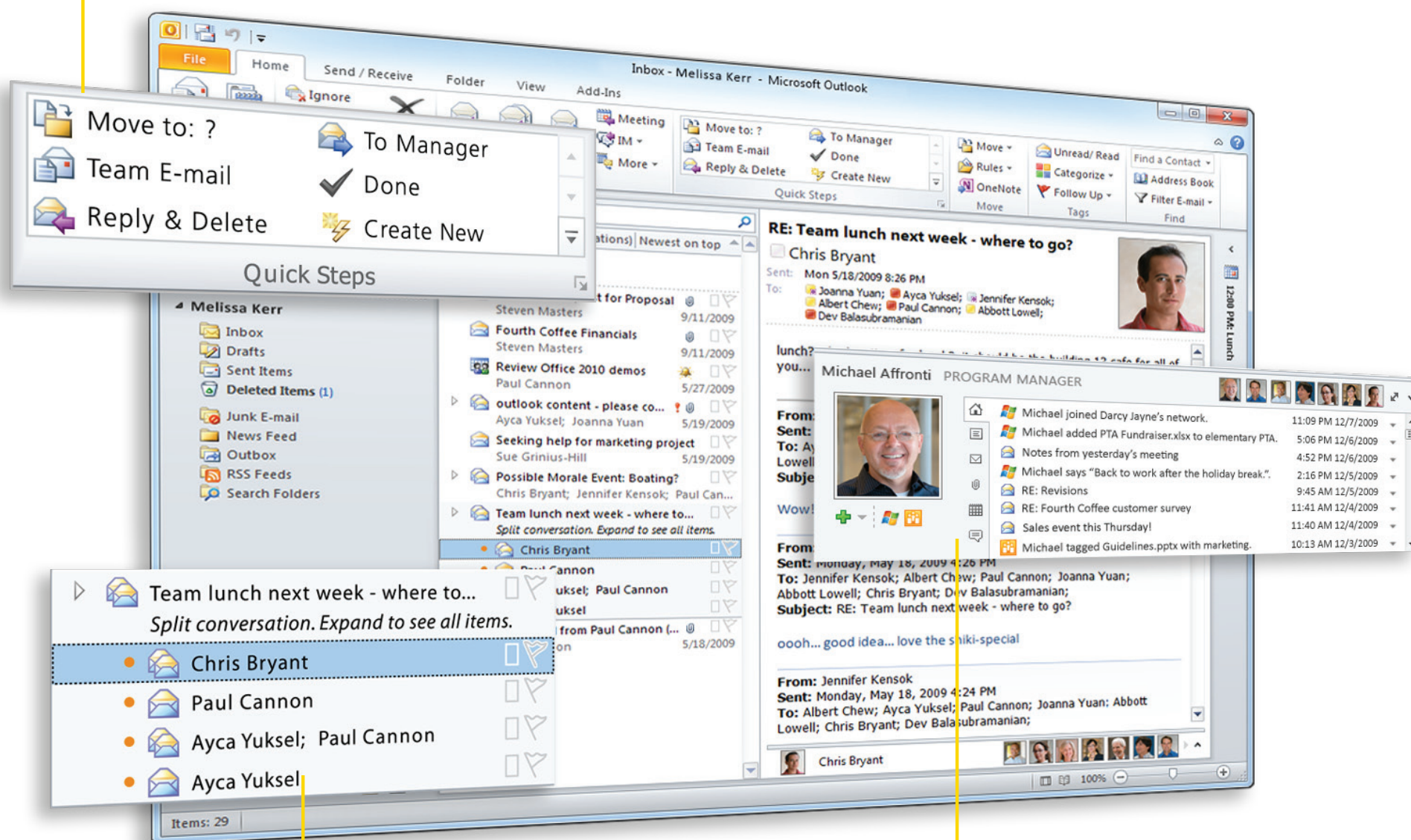


Cut through clutter.

Use the Cleanup feature to condense entire conversations. Reduce multistep tasks to single-click simplicity. And stay up-to-the-minute with the people in your social networks. All with Microsoft® Outlook® 2010.

Quick Steps turn common tasks into single-click commands. Forward a meeting to your manager, move an e-mail to a specific folder, create a new e-mail to an assigned group, and more.



Conversation View lets you turn dozens of e-mails into just a few conversations. Or use the Ignore feature to send an entire conversation, and future messages in the conversation, to your Deleted Items.

Social Connector can be used as a hub for colleagues and customers. See updates from third-party social networks, and view history of e-mails, meetings, or attachments received.

▶ Discover everything you can do with Microsoft® Office 2010 at www.microsoft.com/office2010