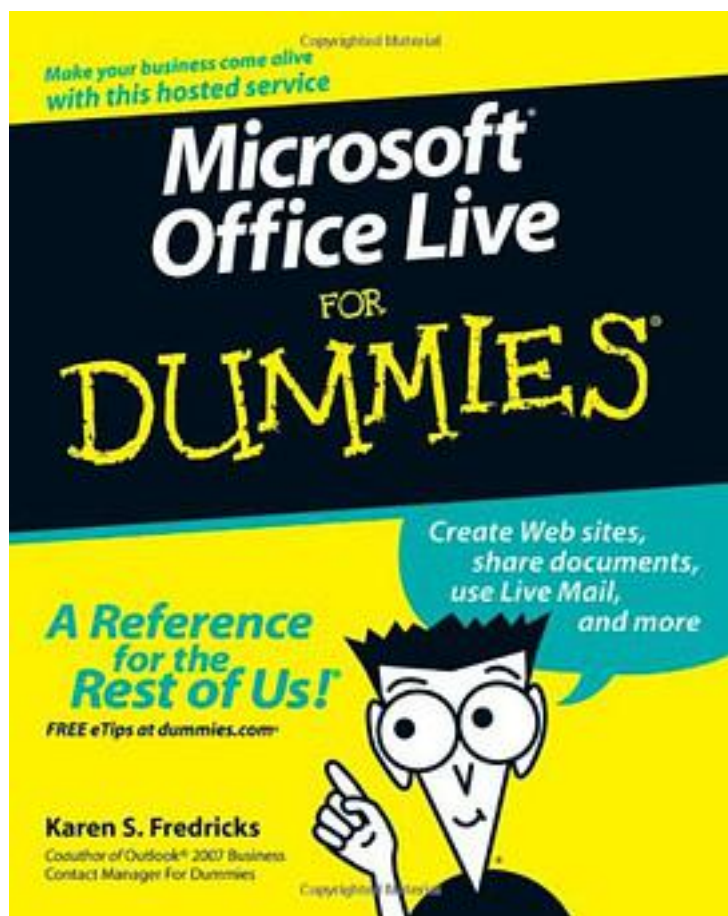


Microsoft Office Live For Dummies



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* Microsoft Office Live is a service that allows individuals, small businesses, and organizations to create Web sites, share documents, and have a shared storage area on the Web* Explains how to create a Web site; share documents, contact lists, project plans, and calendars; send or receive e-mails using Live Mail; and allow customers,

employees, and vendors access to data based on specific security restrictions* Discusses establishing security levels, sharing documents, defining and managing projects, tracking company assets, using the Contact Manager, using marketing campaigns, and working with client workspaces* Office Live services can be used independently but they also integrate well with Microsoft Office programs used regularly by more than 400 million people around the world, including Microsoft Access, Excel, Outlook, Microsoft Office Live Meeting and Microsoft Office Small Business Edition

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