Preface to the Fifth Edition

What Has Changed in This Edition

In this fifth edition, I have updated this book series to cover the latest versions of Outlook, and I have incorporated my latest thinking on my MYN e-mail and tasks management system.

As to the versions of Outlook that are now covered in this edition of the book, I'm focusing on all versions of desktop Outlook that have been released with Office 365 in the last five years (i.e. since 2012). So that means Outlook 2013 for Windows, Outlook 2016 for Windows, and Outlook 2016 for Mac. However, I realize some companies and individuals wait longer than five years to update their version of Outlook. So if you need coverage of earlier versions such as Windows Outlook 2010 or 2007, or Mac version 2011, then see the fourth edition. It's still available in online bookstores, and on my website.

Microsoft has been changing and merging much of the look and feel of Outlook across the various recent versions. Since all the versions covered in this book are relatively similar, this has allowed me to simplify the book somewhat and not spend so much time detailing the differences of various versions. Rather, I am able to go deeper into each of the topics I cover.

For example, almost everyone uses smartphones these days, so the sections on mobile uses of MYN have been expanded. Being able to manage your tasks and e-mail while away from your desk means using a good tasks server and good e-mail apps, so more suggestions for those are given.

All existing material has been edited and updated to match current features and functionality of the latest versions of Outlook. And all of the figures have been updated to reflect those versions.

Much of my thinking about the MYN system has evolved over the years and I update that thinking throughout the book. As a result, nearly every page in this edition has been updated and roughly 20 percent of the book is brand-new writing, compared to the fourth edition.

However, if you are coming from the first, second, or third edition, quite a bit more has changed, probably 70 to 80 percent. If you are well entrenched in the techniques shown in those older books, I encourage you to study all the subsequent prefaces, before reading this preface and book, to help understand the evolution of the system changes. Following are links to the online PDF versions of those earlier prefaces, to make that easy.

Preface to second edition: www.myn.bz/preface-second-edition.pdf

Preface to third edition: www.myn.bz/preface-third-edition.pdf

Preface to fourth edition: www.myn.bz/preface-fourth-edition.pdf

Note: *All links in this book are case-sensitive, so match capitalization exactly when typing these links in your browser. Also, the domain name myn.bz (used throughout this book) is a redirected domain for michaellinenberger.com. This shorter domain makes typing easier. However, some firewalls block such redirects, so if you get an error, replace* myn.bz *with* michaellinenberger.com *when typing the links you see throughout this book.*

Book and System Changes in This Fifth Edition

Here are the major changes you'll see compared to the fourth edition:

► Coverage of Outlook 2016 for Windows and Outlook 2016 for Mac.

► A thorough explanation of all the various versions and delivery mechanisms that Microsoft has for Outlook these days. The Outlook name is now being used in many ways, and I help sort that out.

► Much deeper coverage of how to take the MYN system on the road including various mobile strategies, hardware choices, and app choices. I also cover workarounds in case your company's security measures limit your mobile options.

► The value of using the latest release of Outlook.com as a server for desktop Outlook, and how that can improve the experience of taking tasks mobile.

► Further clarification of flagged-mail tasks and how they impact your use of Outlook.

► A new emphasis on compact versus noncompact layouts in the Inbox, when to use them, and how they affect your ability to process mail quickly.

► More discussion of the Outlook Reading Pane, when to use it, and how to add one-click buttons that activate and hide it.

► A description of the new MYN Views Outlook add-in, and how that can serve as a shortcut for configuring Windows Outlook for MYN.

► Information on the new One-Click Archive button in Windows Outlook 2016 and how to reconfigure it so it makes sense for MYN.

► A greatly improved discussion of using the search tools built into Outlook and how they can help you find stored mail quickly so you don't have to file mail in folders as much.

► A thorough revision of the entire Outlook Categories chapter (Lesson 8) to make that topic clearer, including improved exercises on how to use Outlook Categories.

► A large update to Appendix A, which is about understanding Outlook folders and mail storage, to match the latest trends of serving and storing Outlook mail.

► A significantly improved and updated Appendix B, which covers archiving Outlook mail.

► Video Updates. In November 2016, I updated all the videos in my paid Outlook online video class. So at the start of each chapter I've updated the mapping of which videos complement each chapter.

This captures the major changes, but nearly every page has been improved. And again, this list captures only the changes between the fourth and fifth editions. If you are moving to this fifth edition directly from the first, second, or third edition, consider studying the prefaces from the previous editions, too. The links to free copies of those are shown earlier in this preface.

A Powerful New Edition

Those are the primary changes you will see. I think you'll find the book much more readable with a better flow and a clearer narrative. And as a reference book for MYN users who want to be able to consult it to answer questions about MYN and Outlook, it is now unsurpassed.

Michael Linenberger
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