FocusMe for Outlook Getting Started Update

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Ceptara's FocusMe application is a Microsoft Outlook 2010, 2013 & 2016 add-in designed to help you and your team achieve greater focus.

- Get more organized using the 5Ds email processing features.
- Organize your mail, tasks, appointments, documents and notes by Project.
- Plan your work better and faster using the Scheduler, Time Tracking, Gantt Charts and Mind maps.
- Track action using email delegation and follow up tasks that are linked to your contacts.
- Always access and never lose your project lists.

Download the guide to help achieve productivity quicker and mitigate any issues you may run into.
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