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Tutorials for Microsoft Office and Adobe:

1. **MS Office 2013 and Adobe XI:** <https://www.youtube.com/watch?v=1PVk5QaLNtg>
2. **MS Office 2010 and Adobe X:** <http://tv.adobe.com/watch/acrobat-x/how-to-convert-outlook-email-to-pdf/>
3. **Acrobat, insert/deleting pages:** <https://www.youtube.com/watch?v=FSptgKeXxV4>
or
<http://tv.adobe.com/watch/learn-acrobat-xi/how-to-manipulate-pages-in-acrobat/>
4. **For Outlook searching**, this is using Outlook 2010, but it has not changed much in Outlook 2013:
<https://www.youtube.com/watch?v=Ot8wpLacuAQ>