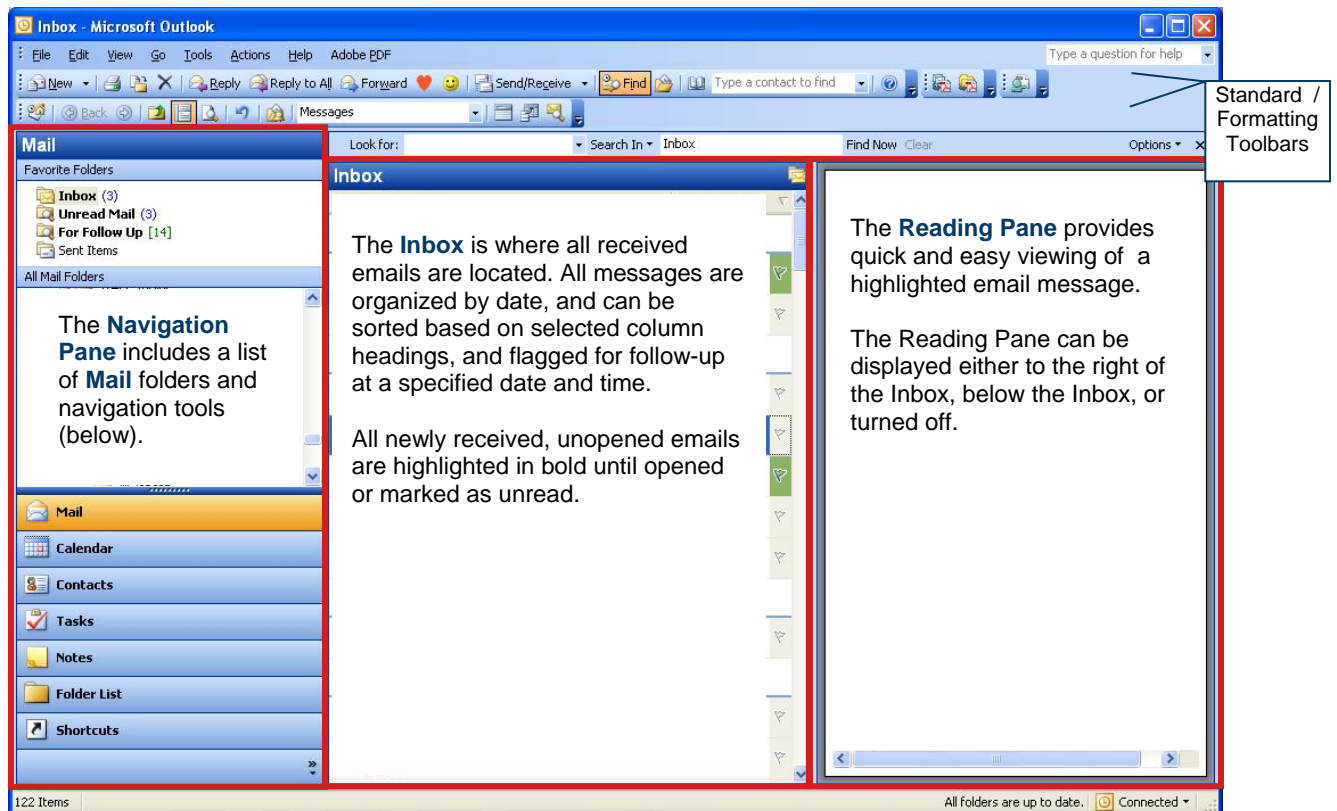


Microsoft® Outlook

Although primarily used for sending, receiving, and organizing email, Microsoft® Outlook also functions as a dynamic, personal information manager. The program provides you with the tools needed to manage and organize your daily tasks, including the following:

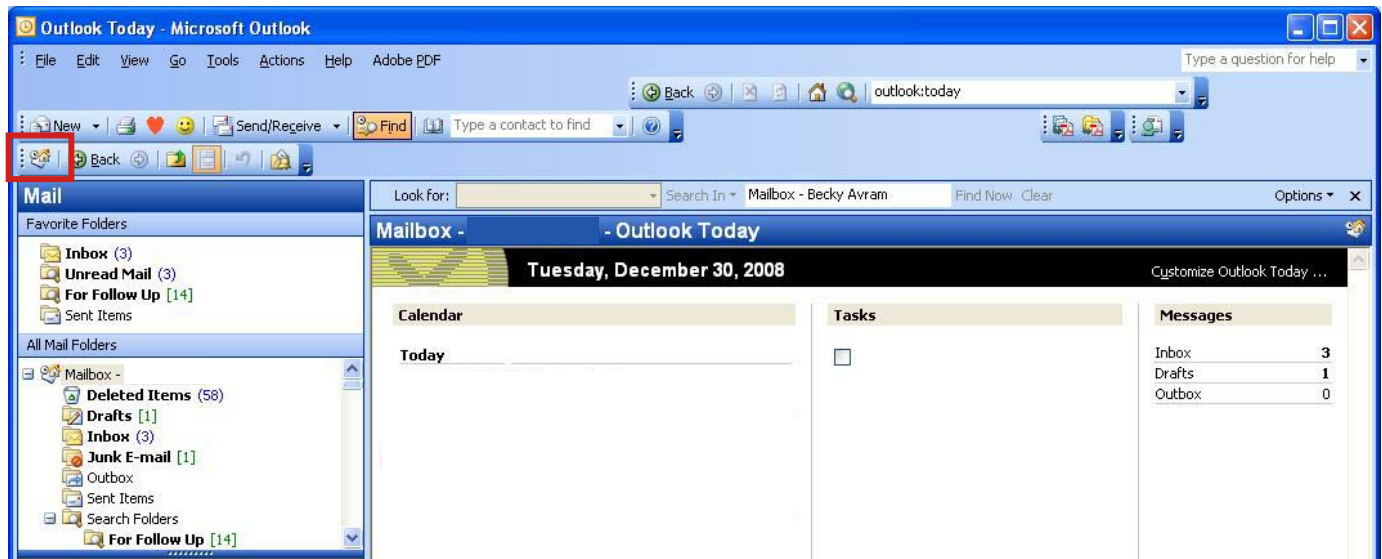
- Calendar** A daily, weekly, or monthly view of scheduled events, meetings, and appointments
- Tasks** A sortable “to do” list with scheduled reminders
- Contacts** Address book of information including name, address, telephone, fax, email address, company, notes, and category
- Notes** Note pad format for quick notes and reminders
- Web access** Access the Internet within Outlook

Introducing the Microsoft® Outlook Window



Using a dual-pane format, the Outlook window is very easy to view and navigate. The bottom left navigation has four primary buttons: Mail, Calendar, Contacts, and Tasks. Depending on which function you choose, both the top portion of the left pane as well as the right pane changes to display the features of that function. For example, if you click on Calendar, the top pane changes to a miniature calendar view, and the right pane displays an hourly breakdown of the current day (default calendar view). The calendar view can be changed to a daily, weekly, or monthly view.

Outlook Today

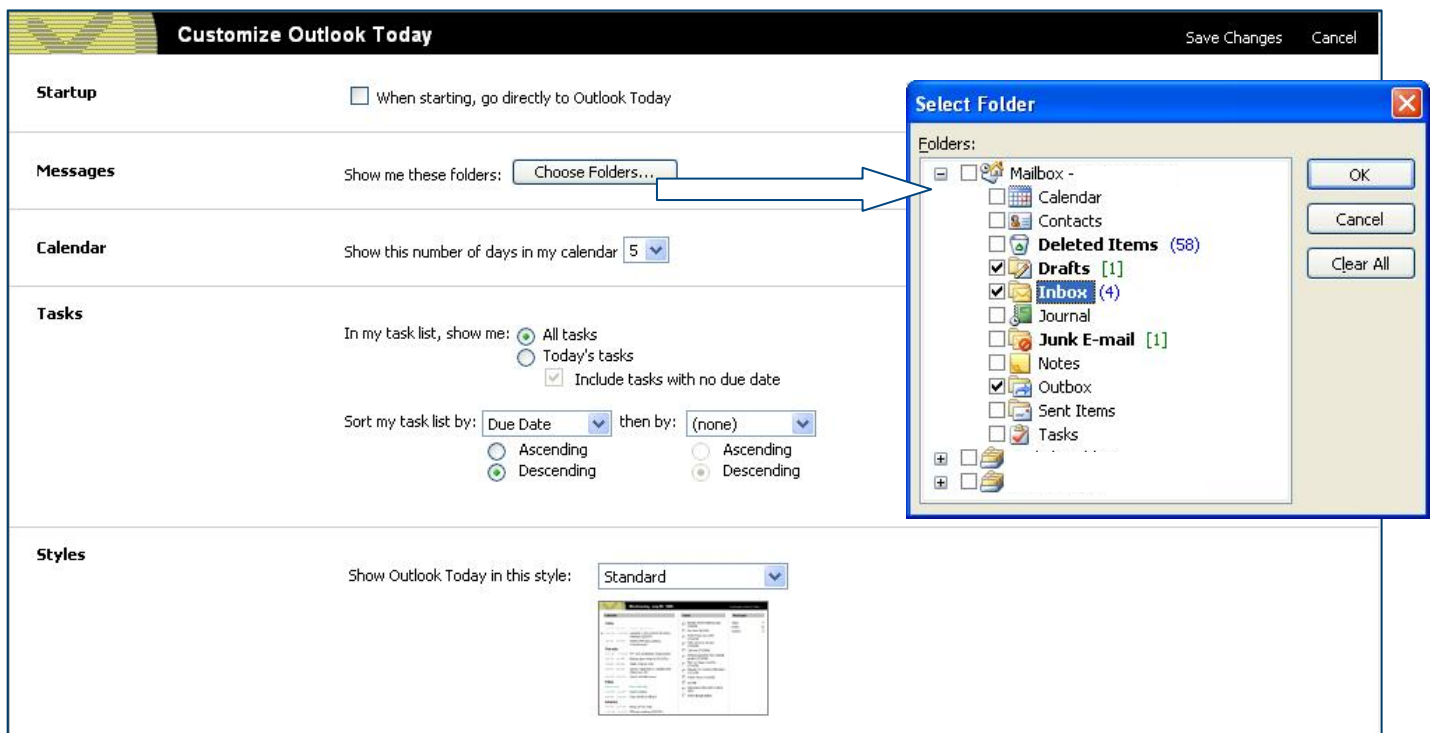


Outlook Today is an optional start-up pane, displaying a summary of your current calendar events, tasks, and new email messages. To view Outlook Today, click the **Outlook Today** button located on the Navigation pane (highlighted above and to the right).



Customizing Outlook Today

To customize Outlook Today, or to make Outlook Today the default view when opening Outlook, open Outlook Today and click the **Customize Outlook Today...** button in the top right corner. The following options are provided:



Startup: Check the box next to: **When starting, go directly to Outlook Today**, to make Outlook Today the default view when you open the program.

Messages: Check the folders for new email to be displayed in Outlook Today under Messages. For example, in the images above, the Inbox, Drafts, and Outbox folders are checked, and as a result, are listed in the Outlook Today window under Messages.

Calendar: Show from 1 to 7 calendar days in the Outlook Today window.

Tasks: Choose which tasks to display (i.e., All tasks, Today's tasks) as well as sorting options.

Styles: Styles provides visual and display options. You can choose either One or Two Columns. You also have three visual choices to choose from: Standard, Summer, or Winter.

When you're finished changing the settings, click the **Save Changes** button at the top right corner of the screen, or if you decide you don't want to make any changes, click the **Cancel** button.

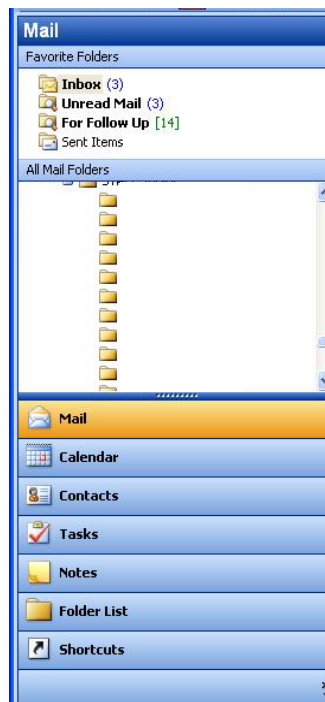
Navigation Pane

The Navigation Pane is located on the left side of the Outlook window. To display or hide the Navigation Pane, choose **View>Navigation Pane** or press **Alt+F1** on your keyboard.

Mail: Divided into two sections: **Favorite Folders** and **All Mail Folders**, this section displays your email folder structure.

Navigation Tools: Below the mail folders are a series of buttons. The buttons displayed can vary depending on your settings. The options available include: Mail, Calendar, Contacts, Tasks, Notes, Folder List, Shortcuts, and Journal.

Clicking on any of the above options in the navigation will cause the top and side panes to change, depending on the option selected. The activated button changes in color – from blue to orange.



Folder List

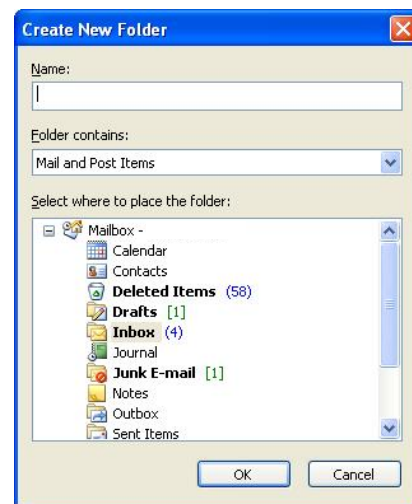
To View the Contents of a Folder: Click on any of the folders listed under **Favorite Folders** or **All Mail Folders**. All saved emails will display in the window to the right of the navigation.

Add a New Folder: The most efficient method for organizing multiple emails is to create folders and subfolders for specific categories. To add a new folder, choose **File>Folder>New Folder** or right click on an existing folder in the Navigation Pane (i.e., Inbox), and choose **New Folder** from the list of options.

In the **Create New Folder** box, type a name for the folder under **Name**. (i.e., Personal) The **Folder Contains** drop down box allows you to choose what type of items will be placed in the folder: Calendar Items, Contact Items, Journal Items, Mail and Post Items, Note Items, and Task Items. For emails, select Mail and Post Items. **Select where to place the folder** displays the current folder structure. Clicking on one of the options creates a subfolder below the folder selected. Click the **OK** button.

Once new folders are created, new emails can be added to the folder by creating rules, or simply dragging and dropping emails into the appropriate folder.

Remove a Folder: To delete a folder, including any emails contained within the folder, right click on the folder in the Navigation Pane and choose **Delete "Folder Name"**. A warning will pop up asking if you are sure you want to delete the selected folder. Choose **Yes** or **No**.

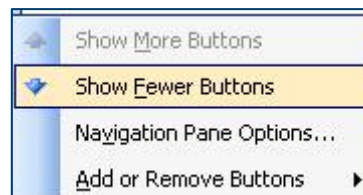


Rename a Folder: Right click the folder and choose **Rename “Folder Name”**. Type the new name and press **Enter**.

Move a Folder Into Another Folder: Left click on the folder and drag it on top of an existing folder. Release the mouse button once the folder is over the folder you want it placed under.

Navigation Pane Options

In the lower right corner of the navigation pane is a set of arrows >>. Clicking on the arrows will bring up a shortcut menu of options:



Show Fewer Buttons: Clicking on this option will cause navigation buttons to disappear (starting from the bottom up), depending on the number of times the option is clicked.

Show More Buttons: Clicking on this option will reverse the results created by “Show Fewer Buttons”, causing the deleted buttons to return (starting from the bottom up).

Navigation Pane Options: Displays a list of all available buttons. The options with a check mark next to them, are all buttons that are currently displayed in the Navigation Pane. If you don’t want a button to appear in the navigation, click the checked box and the check mark will disappear. If you want to change the order of the buttons, highlight one of the options, i.e., Contacts, then choose either the **Move Up** or **Move Down** buttons to the right. The items listed are in the same order as they appear in the Navigation Pane.

Add or Remove Buttons: Clicking on this option brings up a menu of all available folders. Clicking on any of the options will either cause it to appear in the navigation or disappear from the navigation.

All of the above options perform the same basic function in allowing you to add or hide buttons from your Navigation Pane. Choose whichever method works best for you.

Keyboard Shortcuts

Keyboard Shortcuts for Viewing Options:	
Mail	Ctrl+1
Calendar	Ctrl+2
Contacts	Ctrl+3
Tasks	Ctrl+3
Notes	Ctrl+5
Folder List	Ctrl+6
Shortcuts	Ctrl+7
View/Hide Navigation Pane	Alt+F1
Create New Folder	Ctrl+Shift+E