



Outlook Bar

To get to one of Outlook's functional areas, simply click on the desired icon in the Outlook Bar.



Outlook Shortcuts

Outlook Today: A one-page overview of your day. Outlook Today displays a summary of appointments, a list of tasks and how many new e-mail messages you have.

Address: Outlook's e-mail area. Use Address to compose or check e-mail messages.

Calendar: Outlook's scheduler/planner. Create appointments, set reminders, and add to the Task list. When a network, you can view the status of other people's schedules and make people to meetings.

Contacts: Store names and e-mail addresses, phone numbers, addresses, places of employment, and other personal information.

Tasks: Sort and prioritize tasks, track the progress of your tasks, and assign tasks to others.

Journal: The Journal can automatically track daily activity in the Microsoft programs as well as e-mail activity with specified contacts. You can also use the Journal to manually enter other activities (such as phone calls).

Notes: Notes are the equivalent of Outlook's sticky notes. Use them as shortcuts, reminders, and e-mail them to contacts.

Deleted Items: Contains all deleted items that have not yet been permanently deleted. This can easily recover items from the folder.

My Shortcuts

Go to specific Outlook-mail folders. The default list is Drafts, Inbox, Sent Items, Outbox, and Deleted Items.

Other Shortcuts

Contains My Computer, My Documents and Recent folders for quick access to your files.

Customizing the Outlook Bar

To add folders to a specific group in the Outlook Bar:

1. Choose the group to add the new shortcut to, My Shortcuts, or Other Shortcuts.
2. Right-click anywhere on the Outlook Bar.
3. Choose Outlook Bar Shortcut from the pop-up menu.

4. From the Add to Outlook Bar window, choose the location of the shortcut to add from the Look In menu.
5. Select the folder in the Folder Name menu.
6. Click OK.



To change the order of the shortcuts in a group:

1. Click on the shortcut to move.
2. While holding the mouse button down, drag the icon down until a black bar appears.
3. Release the mouse button to place the icon.



To add a group to Personalized Bar:

1. Right-click anywhere on the Outlook Bar.
2. Choose Add New Group from the pop-up menu.
3. Type a name for the group and press Enter.

To increase a group or folder from the Outlook Bar:

1. Right-click on the group or folder that is to be increased.
2. Select Increase Group/Increase from Outlook Bar from the pop-up menu.
3. Click Yes in the verification window.

To decrease the Outlook Bar group or folder:

1. Right-click on the group or folder icon.
2. Select Decrease Group/Decrease Shortcut from the pop-up menu.
3. Type the new name of the group/shortcut and press Enter.

To set the default storage folder:

1. Select Options from the Tools menu.
2. Select the Options tab, and click on Advanced Options.
3. Under the General Settings heading, select the desired folder area under the Storage in this folder pull-down menu.
4. Click OK, then Apply.

Create a New Item

1. To quickly create a new e-mail, meeting, appointment, contact, or other new item, click on the toolbar button just below File on the menu.
2. This button defaults to the item appropriate to the folder you are currently in (e.g., New Mail Message when you are in the Inbox folder, New Appointment when you are in the Calendar folder), but you can quickly add any item by clicking on the down arrow on the toolbar button and selecting the desired option.



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