









## Outlook Bar

To go to any of Outlook's functional areas, click on the icon in the Outlook Bar.

### Outlook Shortcuts

-  **Outlook Today** – a one-page preview of the day's appointments, tasks, and e-mails.
-  **Inbox** – the main e-mail area where e-mail can be read, composed, received, and sent.
-  **Calendar** – the scheduler/planner where appointments and tasks can be created and manipulated.
-  **Contacts** – the contact list where names, e-mail addresses, phone numbers, and other personal information can be stored.
-  **Tasks** – the task list where tasks can be created, sorted, prioritized, tracked, and assigned to others.
-  **Journal** – the journal folder where e-mail and other Office activities can be tracked, or other activities, such as phone calls, can be recorded.
-  **Notes** – the notes page where electronically post-able notes can be created, removed, and edited as short-term reminders.
-  **Deleted Items** – a folder where recently-deleted items are stored until the folder is emptied.

### My Shortcuts

Shortcuts for specific Outlook mail folders. The default shortcuts are **Drafts**, **Inbox**, **Sent Items**, **Outbox**, and **Deleted Items**.

### Other Shortcuts

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

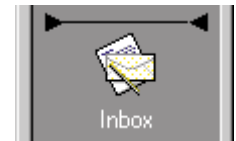
## Customizing Outlook

### Adding Shortcuts

1. Click on the shortcut group the new shortcut is to be added to (**Outlook Shortcuts**, **My Shortcuts**, **Other Shortcuts**.)
2. Right-click on a blank spot of the **Outlook Bar** or on the shortcut group's button.
3. Select **Outlook Bar Shortcut** from the resulting pop-up menu.
4. Select **Outlook** from the **Look in** pull-down menu to add an Outlook folder shortcut, or select **File System** to chose a folder from your hard disk.
5. Select the Outlook folder shortcut to add from the **Folder name** pull-down box, or select any folder from the directory tree at the bottom of the **Add to Outlook Bar** window.
6. Click the **OK** button.

### Reordering Shortcuts

1. Click and hold on the shortcut to move.
2. Drag the icon to its new location.
3. Release the mouse button to place the icon where the black line appears.



### Adding Shortcut Groups

1. Right-click on any blank area of the **Outlook Bar**.
2. Select **Add New Group** from the resulting pop-up menu.
3. Type in a name for the group and press the **Enter** key.

### Renaming/Removing Shortcut Groups

1. Right-click on the **Shortcut Group Button** to be removed/renamed.
2. Select **Rename Group** or **Remove Group** from the resulting menu.



### Menu Items

**Microsoft Office 2000** programs by default display the most recently used menu items first and then show all menu items after a brief delay.

1. To change the default so that all menu items display, select **Customize** from the **Tools** menu.
2. Under the **Options** tab, uncheck the box for **Menus show recently used commands first**. Note that changing this option will change it for all **Microsoft Office 2000** programs.
3. Click the **Close** button.

*Note: To immediately view all menu items, click on the **double arrow** at the bottom of the menu.*

### Adding/Removing Toolbar Buttons

1. Click the **More Buttons**  or  button on the toolbar.
2. Click on **Add or Remove Buttons** on the pull-down menu.
3. Place checks beside those buttons you wish to display on the toolbar. Uncheck any buttons you do not wish to display.