



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.

Mailbox: Outlook's e-mail area. Use Mailbox 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 invite people to meetings.

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

Task List: Send 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 electronic 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. You can easily recover items from this folder.

My Shortcuts

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

Other Shortcuts

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

Customizing the Outlook Bar

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

1. Click on the group to add the new shortcut bar. 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 the Outlook 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 remove a group or folder from the Outlook Bar:

1. Right-click on the group or folder that is to be removed.
2. Select **Remove Group/Remove Shortcut** from the pop-up menu.
3. Click **Yes** in the confirmation window.

To rename an Outlook Bar group or folder:

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

To set the default starting 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 **Startup in this folder** pull-down menu.
4. Click **OK**, then **Apply**.

Create a New Item

1. To quickly create a new e-mail message, 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 (i.e., **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.



Microsoft Outlook 98 Quick Source Guide

IM Harris



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