

**ELEMENTS****1. APPLICATION CONTROLS**

Click **File** to perform actions, view resources, and manage the application.

2. TOOL BAR

Displays icons for the most common actions.

3. ADDRESS, MAILBOX, AND FOLDER

Click to view the address, mailbox, or folder list.

4. FILE, EDIT, VIEW, SOURCE, TOOL, ADDRESS, AND HELP MENUS

Click one of these menus to view a collection of related options.

5. TOOL STRIP

Displays buttons to perform the most common actions.

6. MESSAGE LIST

Click to view a list of messages in the mailbox.

7. STATUS BAR

Displays information about the current message.

STANDARD TOOLBAR**8. FILE**

Click to view a list of messages in the mailbox.

9. EDIT

Click to view a list of messages in the mailbox.

10. VIEW

Click to view a list of messages in the mailbox.

11. SOURCE

Click to view a list of messages in the mailbox.

12. TOOL

Click to view a list of messages in the mailbox.

13. ADDRESS

Click to view a list of messages in the mailbox.

14. MAILBOX

Click to view a list of messages in the mailbox.

15. FOLDER

Click to view a list of messages in the mailbox.

16. MESSAGE LIST

Click to view a list of messages in the mailbox.

17. STATUS BAR

Click to view a list of messages in the mailbox.

18. ADDRESS, MAILBOX, AND FOLDER

Click to view a list of messages in the mailbox.

19. FILE, EDIT, VIEW, SOURCE, TOOL, ADDRESS, AND HELP MENUS

Click to view a list of messages in the mailbox.

ADVANCED TOOLBAR**20. ADDRESS, MAILBOX, AND FOLDER**

Click to view a list of messages in the mailbox.

21. FILE, EDIT, VIEW, SOURCE, TOOL, ADDRESS, AND HELP MENUS

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Click to view a list of messages in the mailbox.

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Click to view a list of messages in the mailbox.

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Microsoft Outlook 2000 Quick Source Guide

Bill Dyszel



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