






CONTACTS TOOLBAR

The Contacts toolbar provides options for creating new contacts, moving contacts to a different folder, or changing the view of the Contacts in the Contacts folder. The table below illustrates and describes each of the buttons on this toolbar.

Button		Description
New		To create a new item, such as a Contact, Group, or message, click this button.
Delete		Click this button to move a Contact to the Deleted Items folder. If the Shift key is held down and this button is clicked, the selected item will be permanently deleted.
Move to Folder		This button is used to move or copy a selected Contact to a different folder within Outlook. A list of different folders will appear. To access subfolders within the folder groups, click the Move to Folder link. To copy the message to a different folder, click the Copy to Folder link.
View		To change the location of the Reading Pane or to remove the Reading Pane from view, click this button. A list arrow on the right side of the button provides three options: <ul style="list-style-type: none">† Right - This option displays the Reading Pane on the right side of the message window.† Bottom - This option displays the Reading Pane at the bottom of the message window.† Off - Use this option if you don't want the Reading Pane to display in the message window.
Check Messages		This button is used to check the Exchange server for new messages.