

EMAIL INBOX

Email is a tool that allows you to communicate with other people or businesses in your general area or around the world. When Outlook is first started, the program defaults to your Inbox. Messages that have not been read will be highlighted. With Outlook, it is possible to view and read your messages in several different ways.

- ✎ It is possible to scan the messages for the most important ones by using the Auto Preview feature. This option displays the first three lines of each message that appears in your Inbox.
- ✎ To read a message without opening it, use the Reading Pane.
- ✎ To open the message in its own window, double-click the message.

Attachments may be added to an email message. These attachments can contain many different types of documents, such as pictures, PDF Files, Word documents, Excel workbooks, or PowerPoint presentations. These documents can be opened from the Reading Pane or from an open message.

INBOX

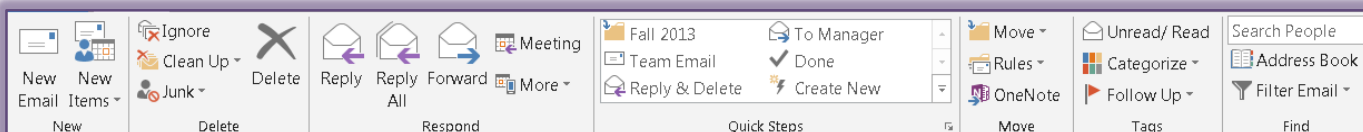
The Inbox is the default first area of Outlook that is displayed when the program is opened. Outlook can be configured to display a different area, if desired. The Inbox is the area where Email messages are displayed and where new Email messages are sent from.

INBOX RIBBON AND TABS

Each of the different areas of Outlook contains ribbons that are used to perform different operations within that area. There are four tabs available within the Inbox window. Each of the tabs performs different tasks within the Inbox.

HOME TAB

The Home Tab is used to create new email messages, to add items to the Junk email folder, and to respond to or forward messages.



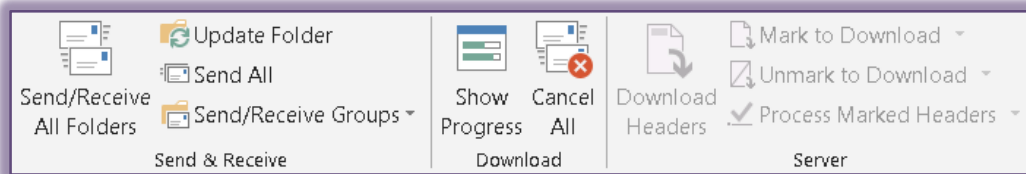
Group/Button	Description
New Group	
New Email	This button is used to create a new message. The Untitled Message window will display once the button is clicked.
New Items	Click this button to create a new item such as an email message, a contact, meeting, or task.
Delete Group	
Ignore	To move current and future messages in the selected conversation to the Deleted Items folder, click this button.
Clean Up	This option is used to remove redundant messages from the selected conversation.
Junk	Use this option to mark the selected message as junk or to prevent messages sent by this sender, the sender's domain, or this group or mailing list from being marked as Junk mail.

Group/Button	Description
Delete	To delete the selected message, click this button. You will not be given a confirmation message when you click this button. The message will be moved directly to the Deleted Items folder.
Respond Group	
Reply	Click this button to reply to the sender of the selected message.
Reply All	To reply to the sender of the selected message along with the other recipients, click this button.
Forward	This option is used to forward the selected message to another person.
Meeting	Click this button to create a meeting from the selected message.
More	Use this button to select other response actions such as send the message as an attachment in another message or make a phone call to the sender.
Quick Steps Group	
Quick Steps	This feature applies multiple actions at once to an email message. A Quick Step can be used to move the message in one click or to send the message to someone else in one click.
Manage Quick Steps	This button appears in the lower right corner of the Quick Steps Group. It opens the Manage Quick Steps dialog box where the quick step can be created, edited, or duplicated.
Move Group	
Move	Use this button to move the selected message to another folder such as Deleted Items.
Rules	Rules are used to move messages from a recipient to another folder. It is also possible to specify a rule to move the message by subject, conversation, or sender.
One Note	Click this button to send the selected message to One Note, a program in the Microsoft Office Suite.
Tags Group	
Unread/Read	This button is used to mark the selected message as read or unread. This is a toggle button that when clicked marks the message opposite of what it was previously marked.
Categorize	To assign a category to a message, click this button. When a category is applied to a conversation, it will be applied to all current and future messages in the conversation.
Follow Up	Use this button to set a flag to remind you to follow-up on this message. The flag will appear in the To-Do Bar, Tasks, and the Daily Task List.
Find Group	
Find a Contact	To search for a name in the Address Book, click this button. After inputting the name, press the Enter key to perform the search. A window will display with a list of possible matches. Click one of the matches to select it.

Group/Button	Description
Address Book	Click this button to open the Address Book to look for names, addresses, or email addresses.
Filter Email	This option is used to filter the current list of messages to display or only show items that are marked as unread or those that are flagged.

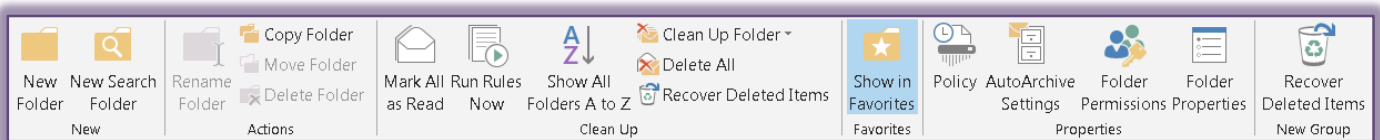
SEND/RECEIVE TAB

This tab allows you to work with options regarding sending and receiving messages in Outlook.



Group/Button	Description
Send & Receive Group	
Send/Receive All Folders	This option is used to send and receive items such as mail messages, calendar appointments, and tasks in all folders.
Update Folder	To send and receive messages to the selected folder, click this button.
Send All	Click this button to send all unsent email messages.
Send/Receive Groups	Use this button to send and receive messages in a particular send or receive group. Groups may have different send/receive options from other messages.
Download Group	
Show Progress	Click this button to show the current send/receive status.
Cancel All	To cancel all current send/receive requests, click this button.
Server Group	
Download Headers	This button is used to download all headers in the current folder. Headers may contain some message fields such as email addresses, subject, and date.
Mark to Download	To mark the current message to be downloaded the next time marked headers are processed, click this button.
Unmark to Download	Click this button to unmark the current message so it will not be downloaded the next time marked headers are processed.
Process Marked Headers	To download the content of all marked headers in the current folder, click this button.

FOLDER TAB



This tab is used to create new folders, to rename folders, to copy folders, and to move folders to

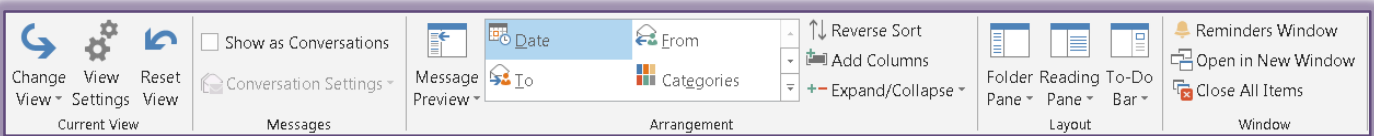
a different location in the Outlook program. You can also change the properties for folders using this tab.

Group/Button	Description
New Group	
New Folder	Click this button to create a new folder in the Folder Pane. The New Folder dialog box will display when the button is clicked. This dialog box lets you specify where the folder is to appear in the Folder Pane.
New Search Folder	This button is used to create a new search folder. When the button is clicked, the New Search Folder dialog box will appear. A list of different search folders will appear. Click the folder to select it.
Actions Group	
Rename Folder	To rename a selected folder, click this button. Once the button is clicked, the folder name will be highlighted. Type over the highlighted name to rename the folder.
Copy Folder	Click this button to copy this folder to a different location. The Copy Folder dialog box will display when the button is clicked.
Move Folder	Use this button to move the selected folder to a new location. The Move Folder dialog box will appear when the button is clicked.
Delete Folder	This button is used to delete a selected folder. A message will appear asking you to confirm the deletion.
Clean Up Group	
Mark All as Read	To mark all the messages in the current folder as read, click this button.
Run Rules Now	Click this button to apply all the rules you have setup to all the items in the current folder.
Show All Folders A to Z	Select this option to have the folders always show in alphabetical order.
Clean Up Folder	This button is used to remove redundant messages from every conversation in the current folder.
Delete All	Use this button to delete all the messages in the current folder.
Recover Deleted Items	If you accidentally deleted an item, this option can be used to recover the item. A list of items will appear. You can recover all items or only selected items.
Favorites Group	
Show in Favorites	To show the current folder in the Favorites section at the top of the Folder Pane, click this button.
Properties Group	
Policy	Select this button to set the Retention Policy for the selected folder.
Auto Archive Settings	Use this option to specify when folders will be archived and where they will be stored.

Group/Button	Description
Folder Permissions	This button is used to view and edit the sharing permissions for the current folder.
Folder Properties	To view the properties for the selected folder, click this button. The Inbox Properties window will display.
New Group	
Recover Deleted Items	This feature can be used to recover items that were deleted from the selected folder.

VIEW TAB

This tab is used to change the view for the Inbox, to display the Folder Pane, the To-Do Pane, and Reading Pane. This area is also used to change the Conversation settings or to show Conversations.



Group/Button	Description
Current View Group	
Change View	Click this button to change the current view to a different view. Click the button to select from five different views- Outlook Data Files, Sent To, Compact, Single, and Preview.
View Settings	To customize the current view using advanced view settings, click this button. Advanced view settings include items such as adding and removing fields, sorting, and copying.
Reset View	Use this button to reset all current view settings to the default view settings for the selected folder.
Conversations Group	
Show as Conversations	Click this check box to show messages in the current folder arranged by Conversation. When this option is chosen all messages associated with the message will be grouped together.
Conversation Settings	This button is used to change the way Conversations are displayed in the message list.
Arrangement Group	
Group Messages	The options in this area are used to group messages in the current folder. Click the More button in the bottom right corner of the box to display additional options.
Reverse Sort	To reverse the sort order of the current folder, such as from oldest to newest, click this button.
Add Columns	Click this button to choose which columns display in the current folder. The Show Columns dialog box will display. A list of columns will appear on the left that can be added to the list on the right.

Group/Button	Description
Expand/Collapse	Click this button to expand or collapse groups in the current folder. The options are Collapse this Group , Expand this Group , Collapse All Groups , or Expand All Groups .
Layout Group	
Folder Pane	Select this option to show, hide, or minimize the Folder Pane and to show or hide Favorites.
Reading Pane	This button is used to show, hide, or change the layout of the Reading Pane.
To-Do Bar	Use this button to show, hide, or minimize the To-Do Bar and to show what is displayed on the bar.
People Pane Group	
People Pane	To show, hide, or minimize the People Pane and to configure social network accounts, click this button.
Window Group	
Reminders Window	Click this button to display the Reminder's Window. This window shows a list of reminders that are currently active.
Open in New Window	This button is used to open the selected message in a new window.
Close All Items	Use this button to close all additional windows.