

## Backstage View

Backstage view is the area where files and data about them is managed – creating, saving, printing, sending to others, inspecting for hidden metadata or personal information, and setting options.

Simple file management commands that interact with the Windows operating system are available at the top of the left pane. These commands change depending on the active module or item and include Save, Save As, Save Attachments, and Close.

Categories of commands related to managing Outlook and Outlook accounts are organized on pages. These pages are displayed when the tab is clicked in the left pane.

### Access Backstage View

- ✚ Open a document.
- ✚ Click the **File** tab (see illustration below).

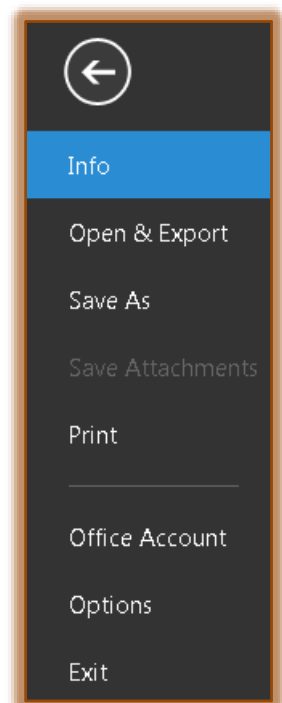


- ✚ The **Backstage View** window will display.

### Backstage View Pages

All Outlook Backstage View modules contain the following pages.

- ✚ **Info** – This page is used to manage the following:
  - ✦ **Account Settings** – This option is used to modify Outlook accounts and to configure additional accounts.
  - ✦ **Automatic Replies** – To notify others that you are out of the office, on vacation, or not available to respond to email messages, use this option.
  - ✦ **Mailbox Cleanup**– Select this option to empty the Deleted Items folder or to archive Outlook folders.
  - ✦ **Rules and Alerts** – Use this option to organize incoming email messages and receive updates when items are added, changed, or removed.
- ✚ **Open & Export** – From this page, an external calendar, Outlook data file, or other Outlook user folders can be opened. Files, settings, and RSS feeds can be imported into Outlook from this page.
- ✚ **Print** – To select a printer, set print options, preview the effect of the applied options, and print the selected item, click this page.
- ✚ **Options** – Use this link to open the Outlook options window. This window can be used to make changes to each Outlook module.
- ✚ **Exit** – Click this link to exit from Outlook.



**TIP:** To return to your document, click the **Arrow** at the top of Backstage View.