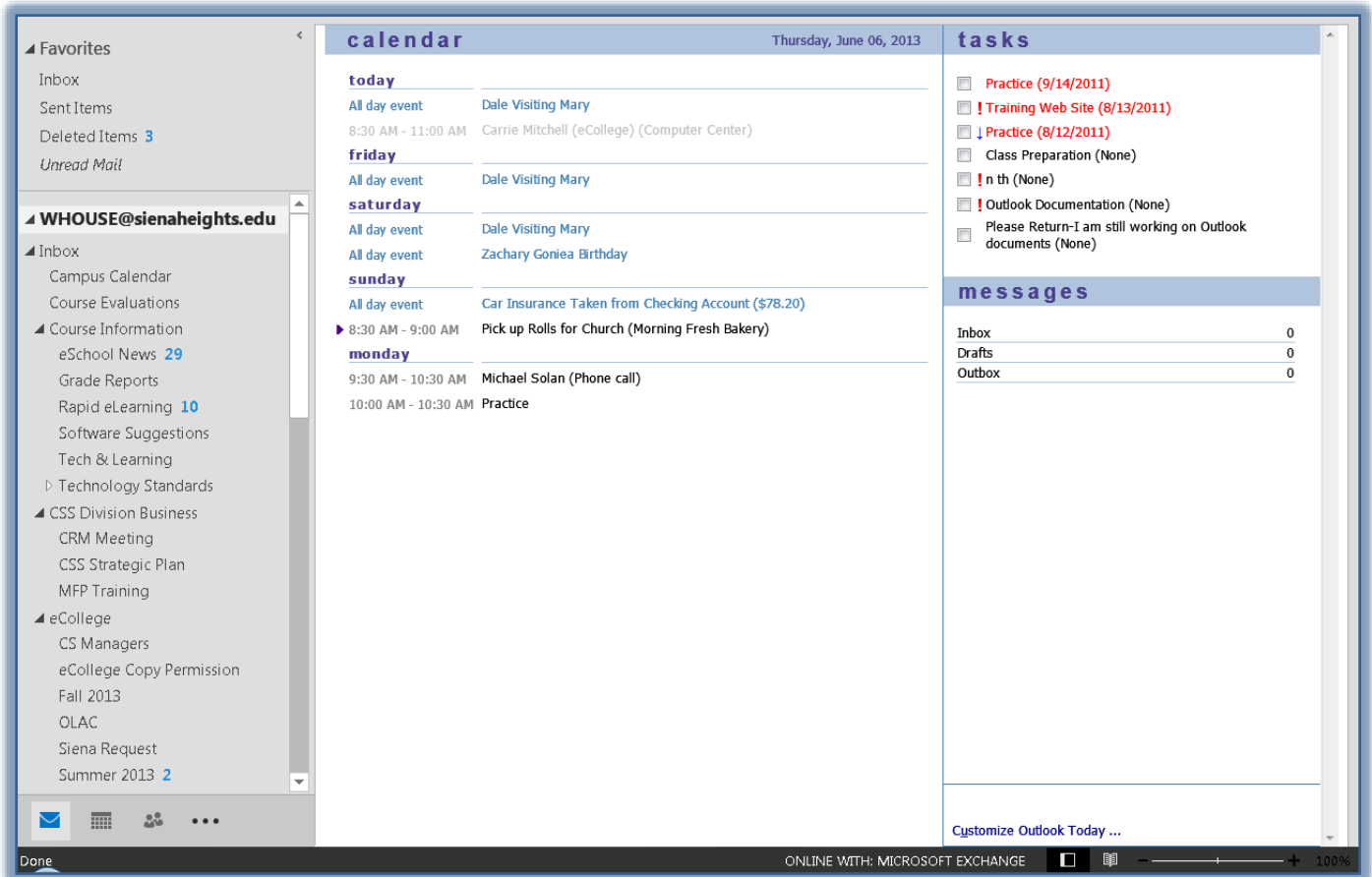


## CUSTOMIZE OUTLOOK TODAY

Outlook Today displays a summary of the items in the Calendar folder, the number of messages in the Mail folders, and the items in the to-do list in the Tasks folder. Outlook can be configured to have this page display when Outlook is opened.

- ✦ Click your email address in the **Folder Pane** (see illustration below).
- ✦ The **Outlook Today** page will be displayed (see illustration below).



- ✦ Click the **Customize Outlook Today** link in the lower right corner of the window.
- ✦ The **Customize Outlook Today** page will display (see illustration on next page).
- ✦ To display **Outlook Today** when **Outlook** is loaded, click the check box for, **When starting, go directly to Outlook Today**.
- ✦ Click the **Choose Folders** button to select the folders to display in **Outlook Today** (see illustration on next page).
  - ✦ Click the check box for each folder that is to display.
  - ✦ Click the **OK** button to accept the changes.
  - ✦ Click the **Clear All** button to remove the check mark from all the folders in the list.
  - ✦ Click the **Cancel** button to exit the dialog box and return to the **Customize Outlook Today** window.
- ✦ Review and select the options that are available in the **Calendar** and **Tasks** areas.
- ✦ In the **Styles** area, in the **Show Outlook Today in this style** drop down list, select one of the styles.
- ✦ In the upper-right corner of the window, click **Save Changes**.
- ✦ Outlook Today is displayed with the selected changes applied.

### Customize Outlook Today Save Changes    Cancel

**Startup**       When starting, go directly to Outlook Today

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**Messages**      Show me these folders:

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**Calendar**      Show this number of days in my calendar

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**Tasks**

In my task list, show me:  All tasks  
 Today's tasks  
 Include tasks with no due date

Sort my task list by:  then by:   
 Ascending       Ascending  
 Descending       Descending

---

**Styles**      Show Outlook Today in this style:



Select Folder
X

Folders:

- WHOUSE@sienaheights.edu
  - Inbox
  - Drafts
  - Sent Items
  - Deleted Items (4)
  - Calendar
  - Contacts
  - Journal
  - Junk E-mail
  - Notes
  - Outbox
  - RSS Feeds
  - Spam Mail