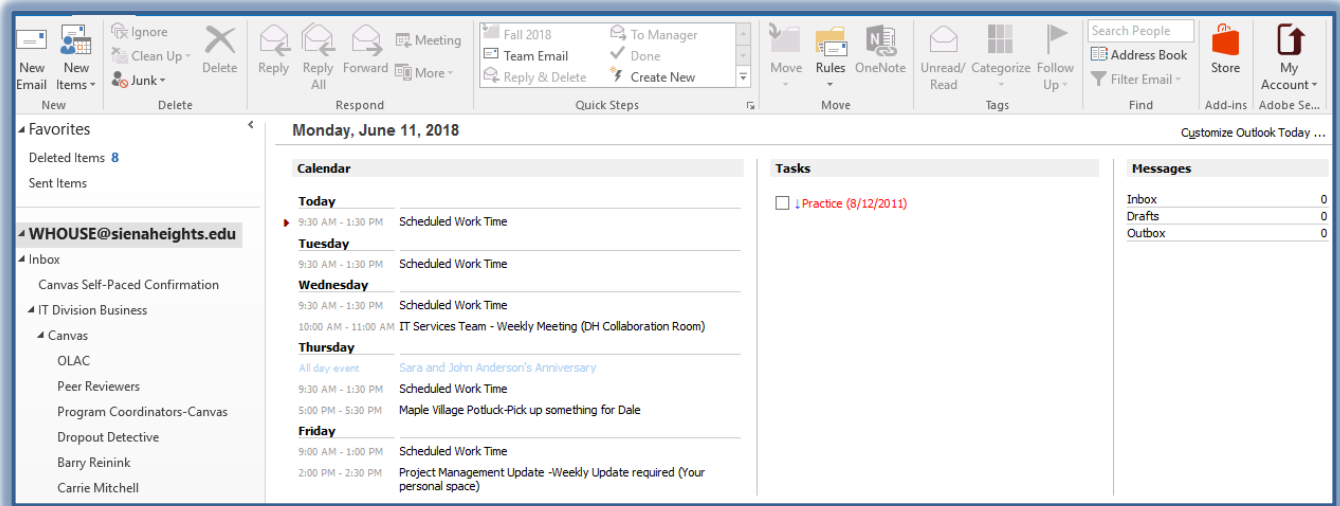


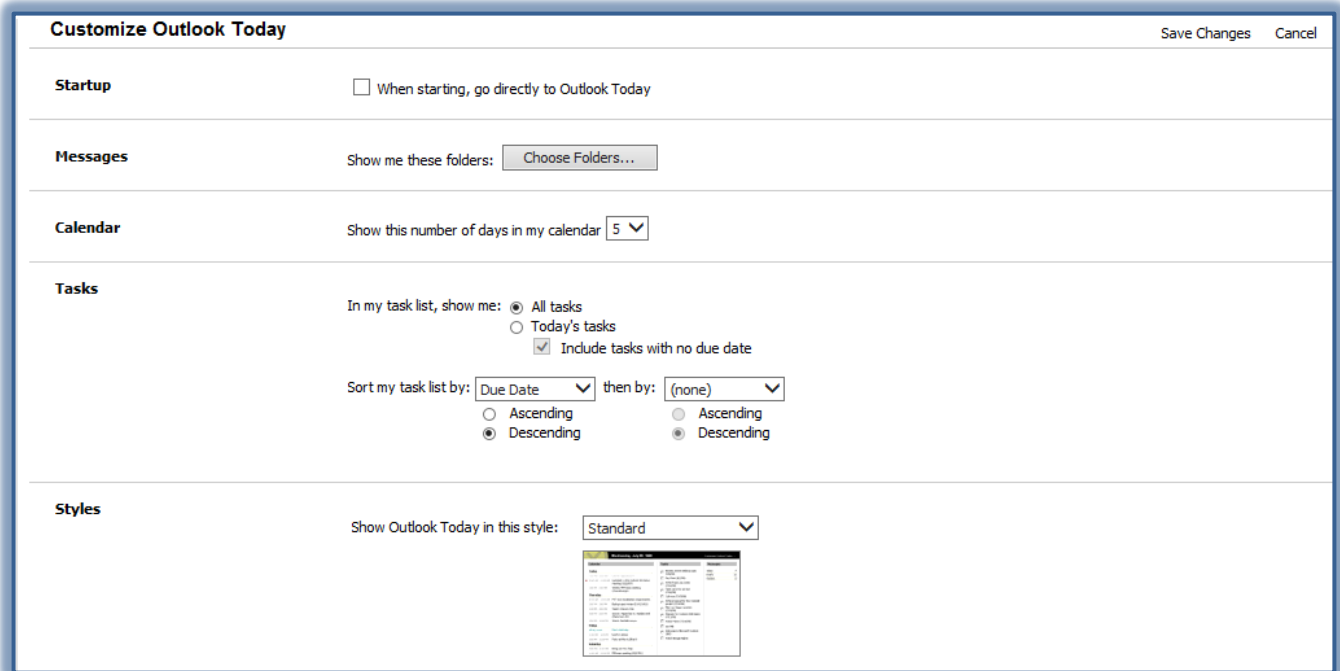
CUSTOMIZE OUTLOOK TODAY

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**.
- ✦ The **Outlook Today** page will display.

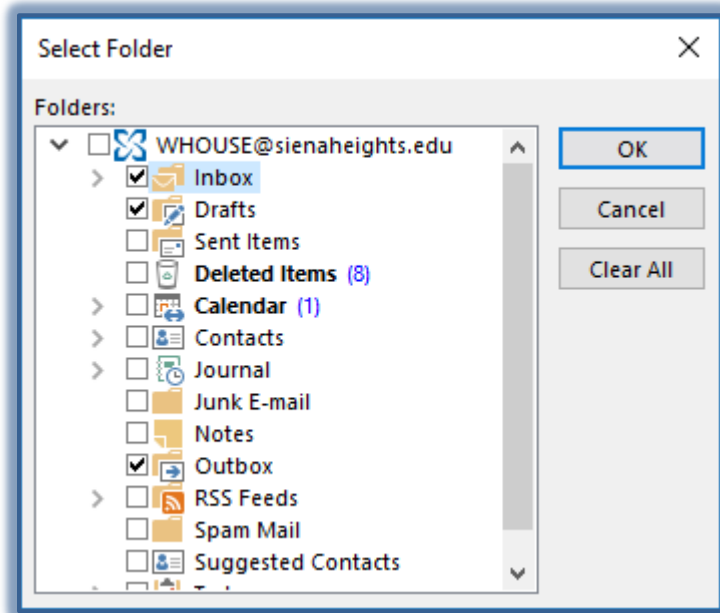


- ✦ Click the **Customize Outlook Today** link in the upper right corner of the window.
- ✦ The **Customize Outlook Today** page will display.



- ✦ 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**.
 - ✦ 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.