

EXPLORE OUTLOOK

Microsoft Outlook is a personal information management program that helps you manage your time and information. Outlook is organized into five components. These components allow you to perform communications, scheduling, and organizational tasks. Each component is used for a specific purpose. These items are stored in folders within the Outlook program. The folders are only available in the Outlook. They cannot be viewed from Windows Explorer or from any other program. The table below provides a description of each of these folders.

Component	Description
Mail	Mail is a communications tool that is used to receive, send, store, and manage email messages. The Inbox folder is used to store received messages. The Outbox folder is used to store messages that have been written, but not sent. The Sent Items folder contains messages that have been sent to others. It is also possible to create other folders to store messages. The Drafts folder is used to store messages that are in the process of being written.
Calendar	Calendar is a scheduling tool that is used to schedule appointments, meetings, and events. The background color of the calendar can be changed to meet individual preferences. When categories are assigned to an appointment, they can be color coded.
People/ Contacts	The People folder is used to store information about people and organizations with whom you communicate. Information such as the postal address, phone number, e-mail address, and Web addresses; along with business and other personal information may be kept in the People folder.
Tasks	To keep a to-do list that can help in organizing and tracking items that need to be completed or delegated to someone else, use the Tasks folder.
Notes	This folder contains a notepad feature that can be used to jot down ideas and thoughts. These items can be grouped, sorted, and categorized. A box that looks like a post-it note will appear in the window when this folder is selected. Notes can be color coded by assigning categories to each one.
Folders	When the Navigation Pane is minimized, this option lets you view the list of folders.
Shortcuts	This area is used to store shortcuts to different folders in Outlook. Shortcuts can be created to any folder, such as Calendar or Contacts or to any folders that you have created.

There is also a special page in Outlook called Outlook Today. This page 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. Depending on how Outlook is setup, this page might display each time that Outlook is started.