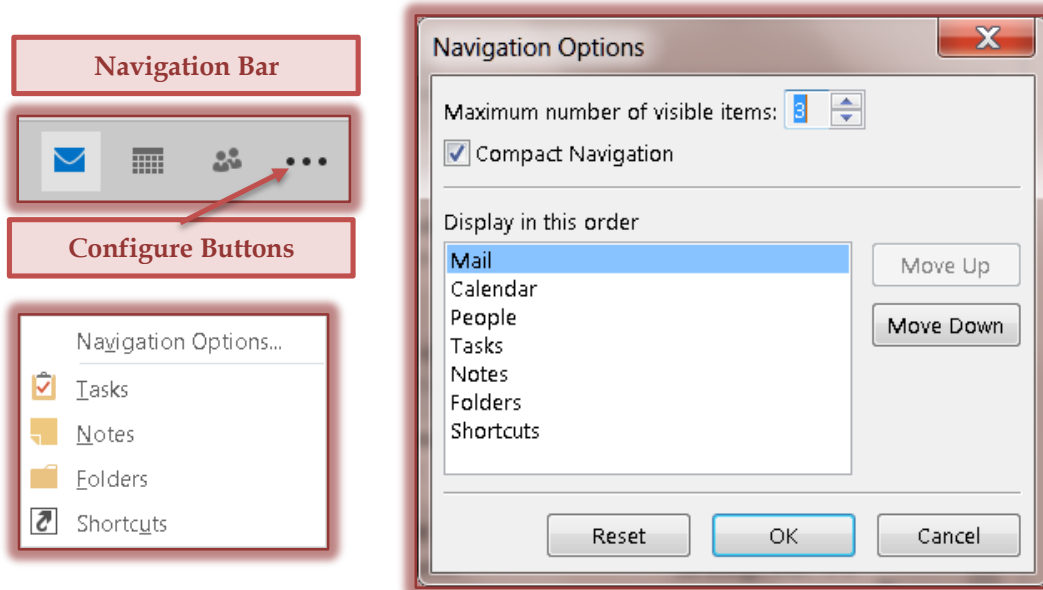


FOLDER PANE (FORMERLY NAVIGATION PANE)

The Folder Pane is located on the left side of the main window. When any of the folders or buttons in the Navigation Bar (at bottom of pane) are selected, the contents of the folder are displayed in the Microsoft Outlook main window. The Navigation Bar can be configured to display buttons according to the user's personal needs. There are three different options for configuring the Navigation Bar. These ways are explained below.

CONFIGURE NAVIGATION BAR-MORE BUTTON

- ✦ Click the **More Button** (three dots) at the bottom of the **Folder Pane** (see illustration below).
- ✦ On the shortcut menu that appears (see illustration below), click **Navigation Options**.



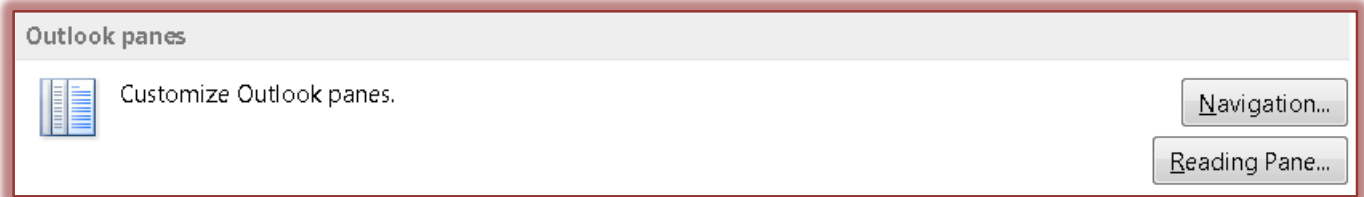
- ✦ The **Navigation Options** dialog box will appear (see illustration above).
- ✦ Click the spinner arrows for **Maximum Number of Visible Items** to specify how many items should appear on the **Navigation Bar** at the bottom of the **Folder Pane**.
 - ☞ The number of items specified will appear on the **Navigation Bar**.
 - ☞ The rest of the items will appear in the list that appears when the **More Button** is selected (see illustration).
- ✦ Uncheck the **Compact Navigation** link to have the **Display Names** appear on the **Navigation Bar** instead of the **Pictures/Icons** (see illustrations below).



- ✦ To change the position of a button:
 - ☞ Click the name of the button.
 - ☞ Click the **Move Up** button to move the item higher in the list.
 - ☞ Click the **Move Down** button to move the item lower in the list.
 - ☞ Click the **Reset** button to return to the default selections.
- ✦ Click **OK** to exit the dialog box and save the changes.

CONFIGURE NAVIGATION BAR-OUTLOOK OPTIONS

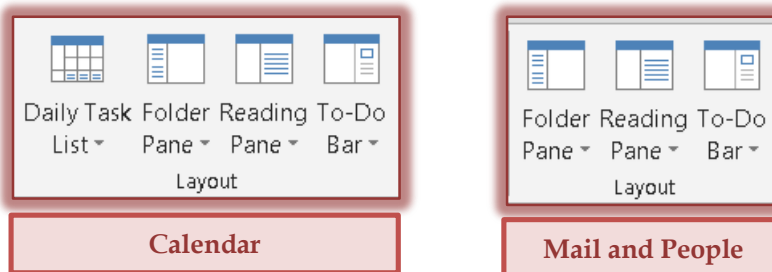
- ✦ Click the **File Tab**.
- ✦ Click the **Options** link on the left side of the window.
- ✦ The **Outlook Options** window will display.
- ✦ Click the **Advanced** tab.
- ✦ In the **Customize Outlook Panes** area, click **Navigation**.



- ✦ The **Navigation Options** dialog box will appear.
- ✦ Make the changes as described in the previous section of this document.

CONFIGURE NAVIGATION BAR-RIBBON

- ✦ Click the **View Tab** while in any of the folders; **Calendar, Mail, People**.
- ✦ Click the **Folder Pane** button in the **Layout Group**.



- ✦ Select **Options** from the list that appears.
- ✦ The **Navigation Options** dialog box will appear.
- ✦ Make the changes as described in the first section of this document.

CHANGE APPEARANCE

This feature is used to increase the amount of space in the Outlook window for viewing messages, calendars, or tasks. This is done by turning off the Folder Pane.

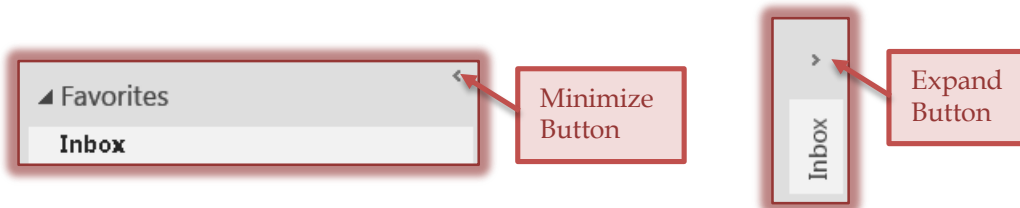
Turn Off Folder Pane

- ✦ Click the **View Tab**.
- ✦ In the **Layout Group**, click the **Folder Pane** button.
- ✦ Select **Off** from the list of options.
- ✦ To re-display the **Folder Pane**:
 - ✦ Click the **View Tab**.
 - ✦ In the **Layout Group**, click the **Folder Pane** button.
 - ✦ Select **Normal** from the list.

Minimize Folder Pane

- ✦ Click the **Minimize the Folder Pane** button in the upper-right corner of the **Folder Pane** (see illustration on next page).
- ✦ The **Folder Pane** will be minimized to a bar on the left side of the window.

- ✦ To view a folder:
 - 🖱️ Click the **Folder Name** or **Folder Button**. These folders appear at the bottom of the bar.
 - 🖱️ Click the **All Folders** button to view a list of all the folders.
- ✦ The **Expand the Folder Pane** button will appear at the top of the bar (see illustration below).



- ✦ Click this button to expand the **Folder Pane**.

CHANGE ORDER OF FOLDERS

It is possible to change the order of the folders in the Folder Pane.

- ✦ Click the folder that is to be moved.
- ✦ Drag the folder to the desired location.