










INBOX/MESSAGE TOOLBAR

The Inbox/Message toolbar provides options for creating new messages, moving messages to a different folder, or changing the view of the messages in the Inbox. The table below illustrates and describes each of the buttons on this toolbar.

Button	Description
New	 To create a new item, such as an e-mail message, a contact, a new calendar entry, or a task, click this button. The list arrow at the right side of this button displays a list of new items that can be created, such as Calendar, Email, Contacts, or Tasks.
Delete	 Click this button to move an appointment to the Deleted Items folder. If the Shift key is held down and this button is clicked, the selected item will be permanently deleted.
Move	 This button is used to move or copy a selected message to a different folder within Outlook. A list of different folders will appear. To access subfolders within the folder groups, click the Move to Folder link. To copy the message to a different folder, click the Copy to Folder link.
Filter	 Click this button to apply different filters to messages within a selected folder. A list of different options will display when the button is clicked.
View	 To change the location of the Reading Pane or to remove the Reading Pane from view, click this button. A list arrow on the right side of the button provides three options: <ul style="list-style-type: none">† Right – This option displays the Reading Pane on the right side of the message window.† Bottom – This option displays the Reading Pane at the bottom of the message window.† Off – Use this option if you don't want the Reading Pane to display in the message window. To change from Conversation View to List View, click the View button. To display the messages in Conversation View, place a check mark next to the Use Conversations link.
Check Messages	 This button is used to check the Exchange server for new messages. When the button is clicked new messages should appear in the Inbox.
Reply	 To reply to the person who sent the message, click this button. The message window will display when the button is clicked.
Reply All	 Click this button to reply to the person who sent the message and all the other people who the message was sent to. When the button is clicked the message window will display.
Forward	 This button is used to forward the message to another person. When the button is clicked the message window will display.