

CUSTOMIZING OTHER OUTLOOK OPTIONS

There are several options that can be changed in Outlook. Some of these have been discussed in previous lessons. The purpose of this section is to show the rest of the options that are available.

- ✦ Click **Tools** on the **Menu Bar**.
- ✦ Click **Options** from the list of commands.
- ✦ The **Options** dialog box will display.
- ✦ Click the **Mail Setup** tab.
- ✦ The **E-Mail Accounts** area can be used to make changes as to how your account is configured.
- ✦ Under **Send/Receive** choose how you want messages handled when they are being sent or when you receive a message.
- ✦ Click on the options in this dialog box to see what is available.
- ✦ Click the **Spelling** tab to see what spelling options are available.
- ✦ Click on the different options to see what each of them accomplish.
- ✦ Click the **Other** tab.
- ✦ To have items in the **Deleted Items** folder permanently deleted when you exit from Outlook, click the **Empty the deleted items folder upon exiting** check box.
- ✦ Click the **Navigation Panes** button to select which folders should be displayed in the Navigation Pane.
- ✦ Click the **Advanced Options** button to see what is available.
- ✦ To **Auto Archive** folders in Outlook, click the **Auto Archive** button.
- ✦ Make any selections in this dialog box that you feel are appropriate.
- ✦ Click the **Reading Pane** button to make any changes to this option.
- ✦ When all the changes have been completed, click the **OK** button.