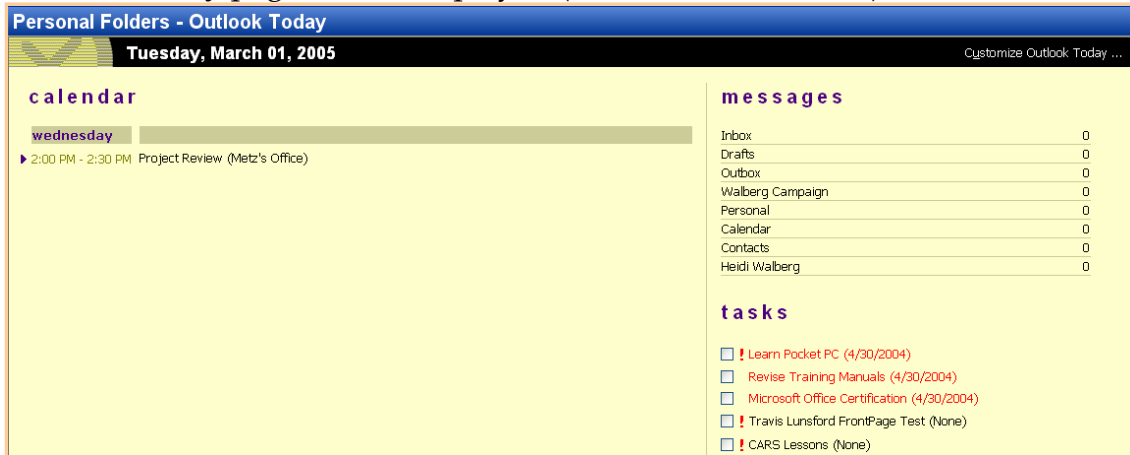
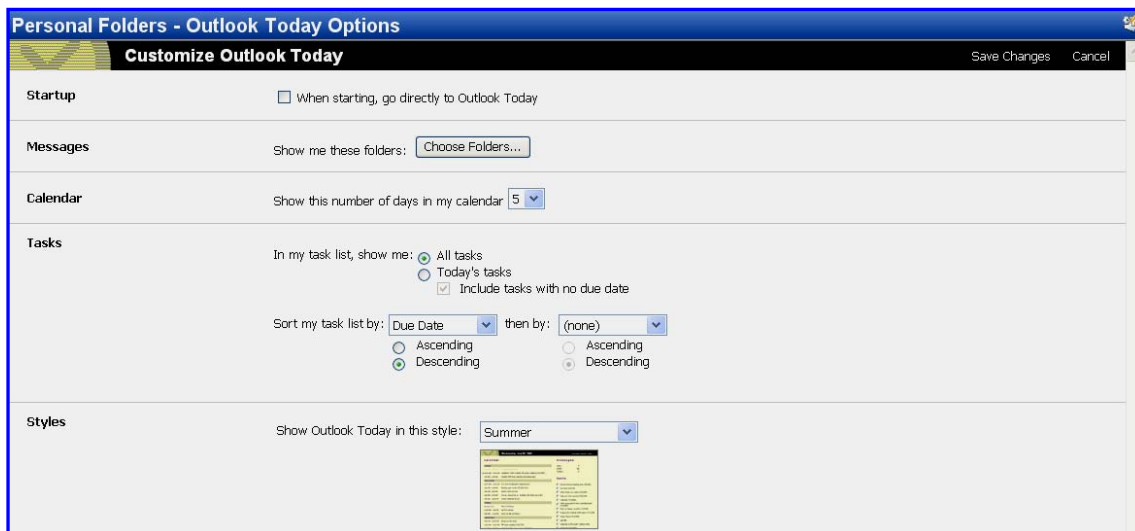


CUSTOMIZING OUTLOOK TODAY

- ✚ Click the **Outlook Today** button on the **Advanced** toolbar (see illustration at right).
- ✚ The **Outlook Today** page will be displayed (see illustration below).



- ✚ Click the **Customize Outlook Today** link in the upper right corner of the window.
- ✚ The **Customize Outlook Today** page will display (see illustration below).



- ✚ Review the options that are available in the **Message**, **Calendar**, and **Tasks** areas.
- ✚ Make any option changes that you want.
- ✚ 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.