

E-MAIL INBOX

E-mail is a tool that allows you to communicate with other people or businesses in your general area or around the world. When Outlook is first started, the program defaults to your Inbox. Messages that have not been read will be highlighted. With Outlook, it is possible to view and read your messages in several different ways.

- ✎ It is possible to scan the messages for the most important ones by using the Auto Preview feature. This option displays the first three lines of each message that appears in your Inbox.
- ✎ To read a message without opening it, use the Reading Pane.
- ✎ To open the message in its own window, double-click the message.






Attachments may be added to an e-mail message. These attachments can contain many different types of documents, such as pictures, Word, Excel, or PowerPoint documents. These documents can be opened from the Reading Pane or from an open message.















INBOX






The Inbox is the default first area of Outlook that is displayed when the program is opened. Outlook can be configured to display a different area, if desired. The Inbox is the area where E-mail messages are displayed and where new E-mail messages are sent from.

INBOX TOOLBARS

Each of the different areas of Outlook contains toolbar buttons that are used to perform different operations within that area. There are three toolbars available in the Inbox: Standard, Advanced, and Web. To access these toolbars, if they are not already displayed, click **View** on the **Menu Bar**, click **Toolbars**, and then click the toolbar that is to be displayed. The Standard and Advanced toolbars are described and illustrated in the table below.

Button		Description
Standard Toolbar		
New		To create a New E-mail Message, click this button. The Untitled Message window will display.
Printer		To send a message to the printer, click this button. When this button is clicked, a Printer dialog box will not open. The message will go directly to the default printer.
Move to Folder		This button is used to send a message to a different folder in the Inbox. A list of the different folders that are available in the Inbox will be displayed.
Delete		To delete a message from the Inbox, click this button.
Reply		To reply to the sender of a message, click this button. When this option is selected, the original message will appear in the message box.

Button	Description
Reply to All 	To reply to the sender of a message, plus all the other recipients of the message, click this button. When this option is selected, the original message will appear in the message box.
Forward 	To send this message to someone other than the sender or other recipients of the message, click this button.
Send/Receive 	This button is used to send a message that is in the Outbox or to receive any messages that have been sent to you. Outlook may be configured so that your messages are sent and received automatically. If so, you will not have to click this button.
Find 	To locate a message containing a key word or from a particular person, click this button. A Look For box will appear that allows you to type in the sort of information that you are searching for.
Create Rule 	Click this button to open the Create Rule dialog box. Information on how to create a rule is provided in the link for Creating Rules.
Address Book 	To open your Address Book, click this button.
Find a Contact 	This option will allow you to search for a Contact in your Contacts List.
Help 	To find out how to perform an action in Outlook, click this button.
Advanced Toolbar	
Outlook Today 	Click this button to change to the Outlook Today view. This is a special page that provides an overview of the Calendar, Tasks, and Mail folders.
Back 	To move back and forth between the Inbox and the Outlook Today window, click this button.
Forward 	To move back and forth between the Inbox and the Outlook Today window, click this button.
Up One Level 	If you are in a folder that was created within the Inbox, this button will move you up to the Inbox folder.
Reading Pane 	To open or close the Reading Pane, click this button. The Reading Pane is a new feature in Outlook 2003 that allows you to view an e-mail message without opening it.
Print Preview 	Click this button to see what the e-mail message will look like when it is printed.

Button	Description
Undo 	Click this button to Undo any changes that have been made in the Inbox. This button will let you retrieve a message from the deleted items folder.
Rules and Alerts 	To open the Rules and Alerts dialog box, click this button. Information on creating Rules and Alerts is available in the Rules and Alerts link.
Current View <input data-bbox="321 422 727 485" type="text" value="Messages"/>	This option is used to change the way that messages are viewed. There are several options available, including defining your own views.
Group by Box 	This button is used to display messages by the day that they were sent. For example, messages will be displayed by Today, Last Week, and so forth.
Field Chooser 	Click this button to view a list of fields that are available in different areas of Outlook.
Auto Preview 	When this button is clicked, the first three lines of a message will display in the Inbox message window.