

EXPLORING OUTLOOK

Microsoft Outlook is a personal information management program that helps you manage your time and information. Outlook is organized into six components. These six components allow you to perform communications, scheduling, and organizational tasks. Each component is used for a specific purpose. These items are stored in folders within the Outlook program. The folders in the Outlook program are only available in the Outlook program. They cannot be viewed from Windows Explorer or from any other program. The table below provides a description of each of these folders.

Component	Description
Mail	Mail is a communications tool that is used to receive, send, store, and manage e-mail messages. The Inbox folder is used to store received messages. The Outbox folder is used to store messages that have been written, but not sent. The Sent Items folder contains messages that have been sent to others. It is also possible to create other folders to store messages.
Calendar	Calendar is a scheduling tool that is used to schedule appointments, meetings, and events. The background color of the calendar can be changed to meet individual preferences.
Contacts	The Contacts folder is used to store information about people and organizations with whom you communicate. Information such as the postal address, phone number, e-mail address, and Web addresses; along with business and other personal information may be kept in the Contacts folder.
Tasks	To keep a to-do list that can help in organizing and tracking items that need to be completed or delegated to someone else, use the Tasks folder.
Notes	This folder contains a notepad feature that can be used to jot down ideas and thoughts. These items can be grouped, sorted, and categorized. A window that looks like a post-it note will appear in the window when this folder is selected.
Journal	The Journal is used to record activities that are performed throughout the day, such as talking on the phone, sending and receiving e-mail messages, or working on a document. The Journal can be set up to automatically record the time spent working on a document in any of the Microsoft Office programs.

There is also a special page in Outlook called Outlook Today. This page displays a summary of the items in the Calendar folder, the number of messages in the Mail folders, and the items in the to-do list in the Tasks folder. Depending on how Outlook is setup, this page might display each time that Outlook is started.