

NAVIGATION PANE

The Navigation Pane is located next to the main window. It is made up of two areas:

- ✦ An expandable folder list that provides access to personal Microsoft Office Outlook Web Access folders and any other folders that are created.
- ✦ A set of buttons that provide one-click access to the Inbox, Calendar, Contacts, and Tasks plus other folders. The Options folder is used to set user options, such as Calendar or Tasks reminders.

There is a horizontal splitter bar (see illustration top right) located between the folder and the buttons that allow you to collapse the buttons into a button tray (see illustration bottom right).



When any of the folders or buttons in the Navigation Pane is clicked, the contents of the folder are displayed in the Microsoft Outlook main window. To hide or show the Navigation Pane:

✦ Click **View** on the **Menu Bar**.

✦ Click **Navigation Pane**.

✦ To make the Navigation Pane taller or shorter:

Point to the Splitter Bar on the Navigation Pane.

The cursor will become a double-headed arrow.

Drag the arrow down to make the Navigation Pane smaller.

Drag the arrow up to make the Navigation Pane taller.

As the pane is made smaller, the buttons will collapse to the bottom of the Navigation Pane.

As the pane is made larger, the buttons will expand so that they display on the Navigation Pane.

✦ To change which buttons are displayed on the Navigation Pane:

Click the **Configure Buttons** arrows at the bottom of the **Navigation Pane** (see illustration at right).

On the shortcut menu that appears, click **Navigation Pane Options**.

The **Navigation Pane Options** dialog box will appear (see illustration at right).

Click the check box beside the items that you want to add or remove.

To change the position of a button:

Click the name of the button.

Click the **Move Up** button to move the item higher in the list.

Click the **Move Down** button to move the item lower in the list.

Click the **Reset** button to return to the default selections.

Click **OK** to exit the dialog box and save the changes.



Configure Buttons

