

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).



Mailbox - Wanda House - Outlook Today

Click here to enable Instant Search

Friday, January 18, 2008

Calendar

Today

- 7:30 AM - 8:00 AM Email (My office)
- 8:00 AM - 8:30 AM Email Forwards (My office)
- 8:30 AM - 9:00 AM Miscellaneous Computer Issues (My office)
- 9:00 AM - 10:00 AM Set up SED421 Course in Blackboard (My office)
- 10:00 AM - 11:00 AM Outlook Documentation (My office)
- 11:00 AM - 11:30 AM Miscellaneous Computer Issues (My office)
- 11:30 AM - 1:30 PM CSS Division Meeting (Private Dining Room)
- 1:30 PM - 2:00 PM Blackboard Issues (My office)
- 2:00 PM - 2:30 PM Blackboard Course Availability for Fall 2007 (My office)
- 2:30 PM - 3:00 PM MySiena Documentation (My office)

Monday

- 7:00 AM - 8:00 AM Therapeutic Massage (Cathy's Place)
- 1:00 PM - 2:00 PM PowerPoint Course (WIN LAB)
- 3:00 PM - 3:30 PM Sam Mitchell (Farm Bureau Insurance (North Adrian Highway across from Underwoods))
- 4:00 PM - 5:00 PM Eric Wiedyk (The Taylor Agency, Corner of Broad and Toledo Streets)

Tuesday

- 9:00 AM - 10:30 AM Software for Educators (WIN LAB)
- 12:00 PM - 1:00 PM SED 421 Assistive Technology (My office)

Tasks

- Create New Employee Tests (10/5/2007)
- ! Important Change of Procedures (9/28/2007)
- RE: CARS Login Issue (9/14/2007)
- ! Training Web Site (None)
- ! Revise Documents for CSS Web Page (None)
- ! Presentations for Various Classes (None)
- ! Art Department Database (None)
- ! Virtual Classroom in Blackboard (None)
- Class Preparation (None)
- ! Daily Addition of ODIN Accounts (None)
- ! Using Track Changes in Word (None)
- ! Check on Form in FrontPage (None)
- ! Daily Blackboard Duties (None)

Messages

- Inbox 0
- Drafts 0
- Outbox 0

Customize Outlook Today ...

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

Mailbox - Wanda House - Outlook Today Options

Click here to enable Instant Search

Customize Outlook Today

Save Changes Cancel

Startup When starting, go directly to Outlook Today

Messages Show me these folders: Choose Folders...

Calendar Show this number of days in my calendar: 5

Tasks In my task list, show me: All tasks Today's tasks Include tasks with no due date

Sort my task list by: Due Date then by: (none)

Ascending Descending Ascending Descending

Styles Show Outlook Today in this style: Standard

- ✚ To display **Outlook Today** when **Outlook** is loaded, click the check box for, **When starting, go directly to Outlook Today**.
- ✚ 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.