

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.






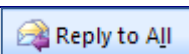
Attachments may be added to an e-mail message. These attachments can contain many different types of documents, such as pictures, Word, Excel, or PowerPoint documents. These documents can be opened from the Reading Pane or from an open message.

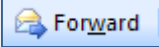



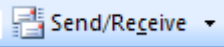






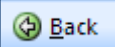


INBOX









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. |
| 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. |

| Button | Description |
|--|--|
| Forward  | To send this message to someone other than the sender or other recipients of the message, click this button. |
| Categorize  | To assign categories for an e-mail message in the Inbox, click this button. A list of different categories will display. Additional categories may be added to the list. |
| Follow-Up  | Click this button to apply a follow-up flag to a selected Message. Several different flags are available such as Tomorrow, One Week, Three Weeks, and so forth. |
| Send to OneNote  | This button is used to create or edit a message in OneNote. OneNote is a program within the Microsoft Office suite of programs. |
| 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. |
| 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 the Address Book, click this button. |
| Find a Contact  | This is used to search for a Contact in the Contacts List. |
| Help  | To find out how to perform an action in Outlook, click this button. |
| Toolbar Options  | This button can be used to add buttons to a toolbar or to customize a toolbar within Outlook. One of these buttons is located at the end of every toolbar in Outlook. |
| 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. |

| Button | Description |
|---|--|
| Reading Pane  | To open or close the Reading Pane, click this button. The Reading Pane 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. |
| 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  | This option is used to change the way 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. |