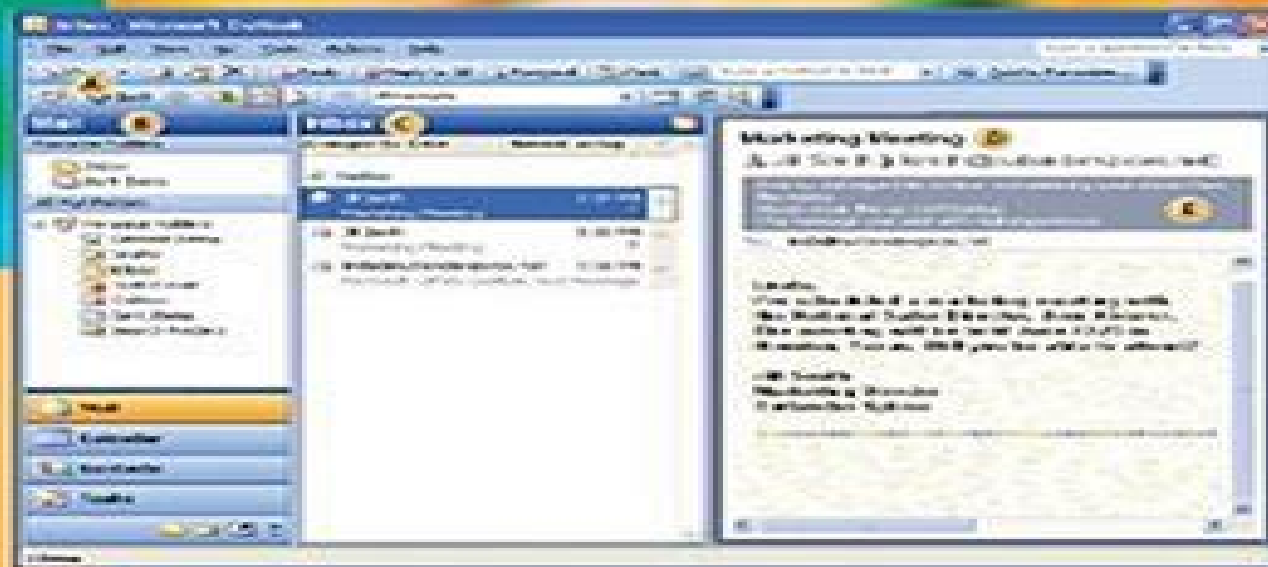


Outlook 2003



Main Quick Reference

Outlook Overview

- Mail
- Calendar
- Tasks
- Contacts
- Outlook Groups, Calendars, and Contacts groups
- Alerts
- Outlook Express

Basic Topics

Outlook Overview

- Overview of Outlook Express
- Overview of Outlook Express
- Overview of Outlook Express
- Overview of Outlook Express
- Overview of Outlook Express

Advanced Topics

Outlook Overview

- Overview of Outlook Express
- Overview of Outlook Express
- Overview of Outlook Express
- Overview of Outlook Express
- Overview of Outlook Express

Task Performance Tips and Solutions

Outlook Overview

- Overview of Outlook Express
- Overview of Outlook Express
- Overview of Outlook Express
- Overview of Outlook Express
- Overview of Outlook Express

Taskbar

Contains buttons and drop-down lists for performing common tasks. Outlook has a dynamic command structure that changes depending on the active pane, folder, or task. The **Taskbar** shows these provide buttons for replying to messages, **Customize Taskbar**, and forwarding messages. **Customize Taskbar**

Navigation Pane

Provides a centralized navigation system for accessing all parts of Outlook. The top portion of the Navigation Pane displays the active pane. To switch to a different pane (such as Mail, Calendar, or Contacts), use the buttons and icons shown here. To activate/deactivate these pane-switching tools, or to change their display order in the Navigation Pane, click the **Configure Buttons** icon. **Configure Buttons**

Folder pane

Indicates the name of the active folder and displays its contents in list form. To sort the Folder Contents list, click the column headings.

Reading Pane

Displays the selected e-mail message. You can use the Reading Pane to read the message, open attached files, follow hyperlinks, use voting buttons, reply/forward, marking requests, and view follow-up information on the taskbar.

Infobar

Displays information about the selected message, contact, appointment, or task. For e-mail, the Infobar indicates whether you have been added or replied to the message.

For more information about Outlook Express, see the **Outlook Express** help topic.

Outlook 2003

Course Ilt Microsoft Outlook 2003 Coursecard

Jessica Evans



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