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Toolbars
Click View-Toolbars. Make sure Standard and Advanced both have a checkmark in them to take advantage of full functionality.

- **Standard Toolbar** contains icons to quickly create messages and offer the ability to reply, forward or delete messages.
- **Advanced Toolbar** contains icons to quickly group and find messages.

Full display of menu options
Click Tools-Customize-Options - Put a checkmark in Always display full menus. After applying that setting, anytime you click on a menu item such as File or Edit, you will see a full dropdown of choices available. If you do not apply this setting you can still use those menu choices in a drop down list; however, you may have a little time lag until you will see the full menu options.

New Message Alerts
To see a small window appear in the lower right corner of your computer screen alerting you to new email messages, follow these steps:
Click on Tools-Options
Click on button called “E-mail Options”
Click on button called “Advanced E-Mail Options”
Put a checkmark in the area “Display a new mail desktop alert....”

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Grouping of messages in your inbox
The default for showing messages is to group them by day (Yesterday, Today, 2 Days Ago, etc.) similar to the screen below:

Take this grouping off by clicking View-Arrange By. Take the checkmark out of “Show in groups.” Your messages will now appear by

Navigation Pane
Each button in the bottom section of the navigation pane is connected to one of Outlook's main modules — mail, calendar, contacts, tasks, and so on. Clicking on the different modules changes what shows up in the large message area to the right of the navigation pane. Clicking the Mail button brings up new messages in your Inbox. Clicking the Calendar button brings up the calendar screen.

Customize the navigation pane to show only those panes you wish to use. Right click on any entry and choose “Navigation Pane Options.”

Shortcuts
Try the Shortcuts option in the navigation pane. You can “add new shortcuts” to all the navigation areas you use, thereby having one central location for all features you use.
Outlook Layout

By default, Outlook opens to the Inbox, and looks very similar to the screen illustrated below. Please review each descriptive reference to become acclimated to this software.

**Title Bar** – Area listed on the blue menu bar will reflect which area of Outlook you are in (inbox, calendar, etc).

**Menu Bar** – Lists words (File, Edit View) which each have drop down menu options available.

**New Button** – Click this to create new email message when in Mail area of Outlook, new calendar entry in Calendar area, etc.

**Favorite Folders** – Quickly view Unread mail or Inbox items. See more detail later in this document.

**Sort** – Click on any word on the heading bar (from, received, etc) to sort messages according to that parameter.

**To-Do Bar** – (Shown minimized here). This will show a quick glimpse of things coming up (calendar entries, tasks, flagged messages).

**Click View** – To-Do Bar to change setting options (Normal, Minimized, Off)

**Navigation Pane** – Click any item to navigate to other areas in Outlook.

Click on this arrow to customize the folders you want to use. You can add or delete folders, and move them up or down.

Click to toggle left/ right to provide more/less screen space.

Left mouse click and hold this blue line–drag mouse up or down to show navigation panes you wish to see.

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Favorite Folders
The Favorite Folders provides quick navigation to email messages. Headings of “Unread Mail” and “Inbox” are added by default. To add other email folders to this list, simply right click on a folder and choose “Add to Favorite Folders.

Remove items from Favorite Folders by right clicking and chose “Remove from Favorite folders.”

Don’t like Favorite Folders showing up in the navigation area? Click View – Navigation Pane – Clear the checkmark out of Favorite Folders.

To-Do Bar
The To-Do Bar shows a quick glimpse of things coming up, such as navigation calendars, appointments, and tasks. It also shows flagged messages you wish to pay attention to.

Click on arrows to minimize or maximize the To-Do Bar. (The view to the left is shown minimized.)

You may also click View-To-Do Bar to minimize, maximize, turn off or customize.

Right mouse click on the arrow to turn OFF the To-Do Bar.
Customize it using Options (example, show more months, turn off tasks, etc).
Customize the To-Do Bar

Right click anywhere on the To-Do Bar to customize it. Choose Options. The following window appears where you can turn off tasks, show more calendars, etc.

You may also click View - To-Do Bar - to minimize, set to Normal, turn off or customize.

The Office Button

The Office Button is located in the upper-left of the program window once you click the New button to create a new email message, appointment, etc. It is identified by the Office logo.
The Office Button allows you to open, save, and print documents, and perform other document output functions (e.g., email).

Click on Editor Options to change Outlook’s options, display and settings. (More on next page.)

**Editor Options – Customizing Outlook**

See previous page to see how to open the Editor Options window. Once you do that, the following screen will appear:
Click each heading to customize different areas of Outlook.
The Ribbon

The Ribbon brings the most popular commands to the forefront, so you don’t have to hunt in various parts of the program for things you do all the time.

The Ribbon is available once you click on the New Button. The Ribbon consists of.

**Quick Access Bar** – For features you want quick access to. Click on the Drop down arrow to customize!

1. **Tabs**: Across the top (Message-Insert-Options-FormatText-Add Ins). Each represents an activity area.
2. **Groups**: Each tab has several groups that show related items together.
3. **Commands**: A command is a button, a menu, or a box where you can enter information.

When you see this symbol, click to see additional options.
**Field Chooser (adding or deleting headings)**

You can customize headings for any mail folder. Why would you want to do that? Let’s look at the Deleted Items folder. By default this lists who messages were from, the subject and received date. It does not show the date you deleted an item.

Here’s what you would do to make this happen. Click on the folder you wish to modify…the example below shows the Deleted Items Folder.

The following window appears.

Click on the drop down arrow next to Frequently-used fields and choose Date/Time fields.

Next, right click anywhere on the light gray line and pick Field Chooser.

Your field chooser window now looks like this:

Click on the word Modified and drag it to wherever you would like it to be in the gray line. You’ll note when you start to move it, you will see red placement arrows appear on the line. Move it to the location you want it to be and then release the mouse button.

By adding the Modified field, you now can see the date you modified the email…in other words, the date you deleted it.

**NOTE:** The Field Chooser option can be used on any folder list (inbox, sent items, deleted items, etc). You can also get rid of items on the gray bar by clicking on them and dragging them TO the Field Chooser. Experiment and see what works best for you!