After completing this lesson, you will be able to:

- Start Outlook.
- Navigate within Outlook.
- Use the Outlook Bar.
- Use the Folder List.
- Use the Office Assistant.

1

Starting Outlook

To start Outlook
1. On the Windows taskbar, click the Start button, point to All Programs, and then click Microsoft Outlook.
2. If necessary, click the Maximize button.

2

Expanding a Short Menu

To expand a short menu
1. Click on the desired menu.
2. Click the down arrows at the bottom of the menu.
   Or
   Wait a few seconds for the menu to expand on its own.

3

Using the Outlook Bar

To use the Outlook Bar
- On the Outlook Bar, click a shortcut.

4

Displaying a Different Outlook Bar Group

To display a different Outlook Bar group
- On the Outlook Bar, click the Outlook Shortcuts, My Shortcuts, or Other Shortcuts (or Other) group bar.

5

Adding a Web Site to the List of Favorites

To add a Web site to the list of Favorites
1. On the Windows taskbar, click the Start button and select Internet Explorer.
2. Type the address of the Web site that you want to add and press Enter.
3. Click Add to Favorites on the Favorites menu.
4. Click OK to accept the default title line as the name of the Favorite.
   Or
   Type a new name and click OK.

6

Adding a Folder to the List of Favorites

To add a folder to the list of Favorites
1. On the Windows taskbar, click the Start button, point to All Programs, and then click Windows Explorer.
2. Click the folder that you want to add, click Add to Favorites on the Favorites menu, and then click OK to accept the default title line as the name of the Favorite.

7

Accessing a Favorite Web Site or Folder from Outlook

To access a favorite Web site or folder from Outlook
1. On the Outlook bar, click the Other Shortcuts group bar (or Other group bar).
2. Click the Favorites folder and then double-click the name of the Web site or folder that you want to open.

8

Using the Folder List

To use the Folder List
1. If the Folder List is not already open, click the folder name that appears on the Folder Banner.
2. Click the name of the Outlook folder that you want to display.

9

1

Keeping the Folder List Open

To keep the Folder List open
1. Click the Folder Banner.
2. Click the Push Pin button.
   Or
- On the View menu, click Folder List.

Closing the Folder List

To close the Folder List
- In the Folder List, click the Close button in the top-right corner.

Using the Office Assistant

To use the Office Assistant
1. On the Standard toolbar, click the Microsoft Outlook Help button.
2. Type a question and click the Search button.
3. In the list of topics that appears, click the topic that most closely matches your help request.

Hiding the Office Assistant

To hide the Office Assistant
1. Right-click the Office Assistant.
2. Click Hide.