

To check for new messages:

1. From the Standard toolbar, click the Send and Receive button.

To preview messages:

1. If necessary, on the Outlook Bar, click the Inbox shortcut.
2. On the Advanced toolbar, click the AutoPreview button.

To open a message:

1. If necessary, on the Outlook Bar, click the Inbox shortcut.
2. In the message list, double-click the message.

To select a message:

1. In the message list, click the message.

To print a message:

1. Open the message.
or
1. In the message list, select the message.
2. On the toolbar, click the Print button.

To close a message:

1. In the Message window, click the Close button.

To sort messages:

1. In the message list, click the desired column header.
2. If desired, click the column header again to change the sort order.

To set the message file format:

1. In any Outlook folder, from the Tools menu, choose Options.
2. In the Options dialog box, select the Mail Format tab.