













Table 1-2 gives a brief description of each folder.

Shortcut	Folder	Function
	Outlook Today	Gives you an overview of your day. It lists the number of new e-mail messages, appointments and tasks for the day. Available in Outlook Shortcuts.
	Inbox	Holds and displays incoming e-mail. Available in Outlook Shortcuts and in My Shortcuts.
	Calendar	Lets you create and manage appointments, schedule meetings, and respond to invitations. Also gives you access to your tasks. Available in Outlook Shortcuts.
	Contacts	Holds your phone and address list. Available in Outlook Shortcuts.
	Tasks	Lets you list and prioritize what you need to do. Available in Outlook Shortcuts.
	Journal	Tracks e-mail, phone calls, and files you open. Available in Outlook Shortcuts.
	Notes	Lets you store and organize information you would normally jot down on paper or sticky notes. Available in Outlook Shortcuts.
	Drafts	Holds unfinished messages that are not sent. Available in My Shortcuts.
	Deleted Items	Stores deleted items so you can retrieve them, if necessary. Available in Outlook and in My Shortcuts.
	Sent Items	Holds copies of e-mail you have sent. Available in My Shortcuts.
	Outbox	Holds e-mail you sent that your e-mail system has not yet forwarded to the recipient. Available in My Shortcuts.
	My Computer	Represents the available drives on your computer and shows the folders, subfolders, and files available within each drive. Also accesses such features as Control Panel and Printers. Available in Other Shortcuts.