

To deactivate Office Assistant:

1. From the toolbar, click the Office Assistant tool.
2. Choose Options.
3. Deselect all items checked from the Options page.
4. Choose OK.

To use Microsoft on the Web:

1. From the Help menu, choose Microsoft on the Web.
2. If available, from the Microsoft on the Web submenu, choose the desired option, and then, as appropriate, review the information, close the web browser, and return to Outlook.
or
3. If necessary, review the Microsoft on the Web submenu options, and then click outside the submenu to close it.

To set up the page for printing:

1. Open the Folder from which you want to print.
2. From the File menu, choose Print
3. In the Print dialog box, choose Page Setup.
4. In the Page Setup dialog box, on the Format page, select the options you want.
5. Select the Paper tab.
6. On the Paper page, in the Paper area, select the options you want.
7. If desired, select the Header/Footer tab, and then type the desired header and/or footer.
8. Choose OK.

To select additional printing options:

1. From the File menu, choose Print.
2. In the Print Style area, from the list of previews, select a style.
3. In the Print Range area, from the drop-down lists, select the range.