

Navigating in Outlook

Microsoft Outlook 98 consists of the Outlook Shortcuts group, which is your time management tool; My Shortcuts group, which lets you process your e-mail; and the Other Shortcuts group, which gives you access to all your computer files.

Each Outlook feature functions as a program on its own, yet, because Outlook integrates the data into one database, the features work together to let you pull data from one directly into another.

The Outlook Shortcuts group gives you access to Outlook Today, the Inbox, Calendar, Contacts, Tasks, Journal, Notes, and Deleted Items folders. My Shortcuts group gives you access to the Drafts, Inbox, Sent Items, Outbox, and Deleted Items folders. The Inbox folder in the Outlook Shortcuts group is the same Inbox folder that is in My Shortcuts group. You simply access it from different groups. The Deleted Items folder is also accessible from both folders. The Other Shortcuts group gives you access to My Computer, Personal, Favorites and Public Folders folders.

You use the Outlook Bar shortcuts and the *Folder Banner* to navigate from folder to folder within Outlook. You can also use the Go menu to move from folder to folder.