To start Outlook and log in:

1. Log in to the network.
2. On your desktop, double-click the Outlook icon.
3. If necessary, in the Microsoft Mail dialog box, in the Mailbox text box, type your user ID.
4. In the Password text box, type your password.
5. Choose OK.

To navigate in Outlook:

1. From the folder list, choose the folder you want.

To open multiple Outlook folders:

1. On the Folder list, right-click a folder.
2. From the shortcut menu, choose Open in New Window.

To switch to an open folder:

1. On the taskbar, click the folder button.

To close an open folder:

1. If necessary, switch to the folder.
2. In the folder window, click the Close button.

To display or hide the Organize pane:

1. In any folder, on the Standard toolbar, click the Organize button.

To display or hide the Advanced toolbar:

1. In any folder, right-click any toolbar.
2. From the toolbar shortcut menu, choose Advanced.

To display the folder list:

1. On the Advanced toolbar, click the Folder List button.