

Exploring the Outlook Window

The Outlook window, as illustrated in Figure 1-1, appears at start up. The window opens in its nonmaximized view displaying the Inbox. The window contains a title bar, menu bar, and status bar common to other Microsoft application windows. The toolbar contains context sensitive tools.

The *Outlook Bar* is a new screen element that contains *shortcuts* to the folders, where you store your information. You use the shortcuts, which store the folder location, just as you would use shortcuts on your desktop. You click a shortcut to access the information in your Inbox, your Calendar, your contact list, your task list, your Journal, and your notes. For example, when you click the Inbox shortcut, a list of the messages you received appears in the *information viewer*, that area of the Outlook window that displays the data for whatever folder is active. Group buttons at the top and the bottom of the Outlook Bar give you access to additional shortcuts to your remaining mail folders and to your file management folders.

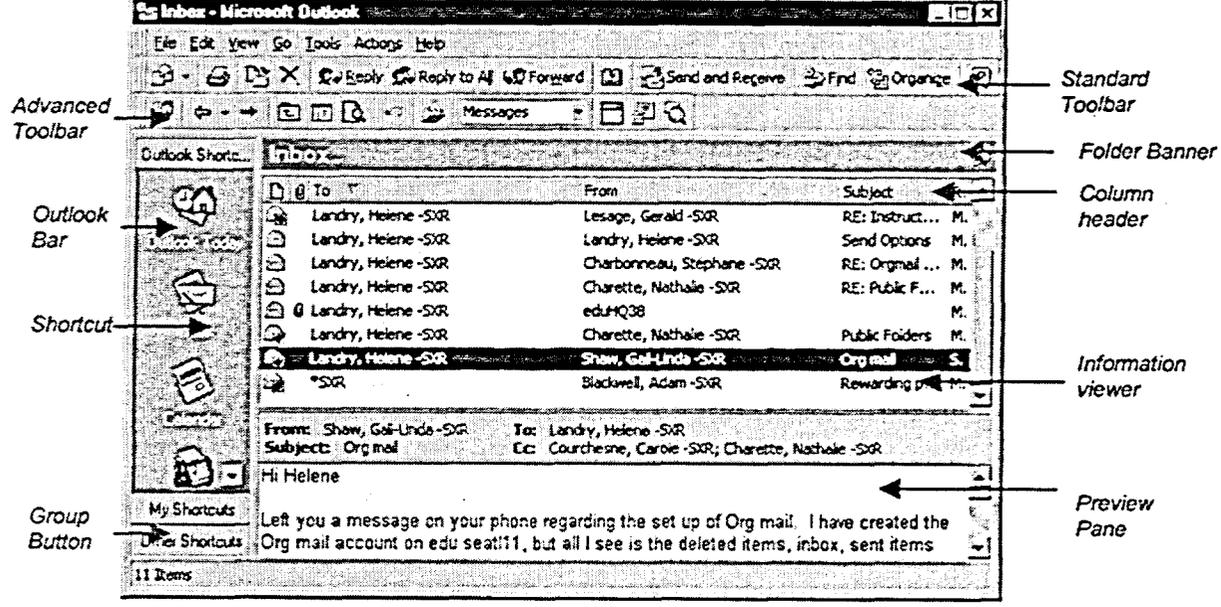


Figure 1-1: The Components of the Outlook Window