Removing the OUTLOOK EXERCISES Mailbox

Once you complete the exercises in this guide you may wish to remove the OUTLOOK EXERCISES mailbox.

To remove the OUTLOOK EXERCISE Mailbox
1. From the Tools menu, choose Services.
2. Click OUTLOOK EXERCISES.
3. Click Remove and choose Yes.
4. Click OK.

Changing Outlook Default Settings

Make sure AutoPreview is the Inbox view and the Preview Pane is open. If there are such default messages in the Inbox as welcome messages from your network administrator or from Microsoft Exchange, permanently delete them.

Click Tools from the menu and choose Options. In the Outlook Options dialog box, make the following changes to the default settings:

- On the Preferences page, choose E-mail options. In the E-mail options dialog box, select the *Close original message on reply or forward* check box.

- Also in the E-mail options dialog box, choose Advanced E-mail Options, and then, in the Advanced E-mail Options dialog box, in the *When sending a message area,* select the Automatic name checking check box.

- On the Preferences page, choose Calendar Options. In the Calendar Options dialog box, in the Calendar work week area, in the Start time drop-down list box, enter 9:00 AM.

- On the Spelling page, make sure the *Always check spelling before sending* check box is deselected.