

Section Skills and Their Importance

In the following section you will learn to:

- **Get started**

Logging in to connect to your network and get your e-mail is an essential part of the startup procedure. To use Outlook efficiently, you need to recognize the parts of the Outlook window. You must be able to identify, use, and switch between Outlook folders to use all the Outlook features effectively.

- **Get help**

On-line help is always available. You can display ToolTips or invoke the Office Assistant, Microsoft's newest interactive helper.

- **Print documents**

You should set up your page so it prints clearly and gives you the information you want in the format you want it. You can preview your documents, select printing options, and send your document to the printer.

- **End an Outlook session**

You must know when to minimize and when to exit from Outlook. If you want to leave Outlook running, you can minimize the Outlook window to a button on the taskbar. How you choose to exit from Outlook depends on what you will be doing later in the day.