

Microsoft Outlook – User Interface



User Interface

Getting Started.

For most of us the most common requirement of Outlook is for checking email, hence by default when Outlook is opened it will display the Inbox screen.

When you receive new mail, by default it will appear in the Inbox folder.

Once the message has been read it is good practice to either delete it or if needed for future reference stored away in a folder.

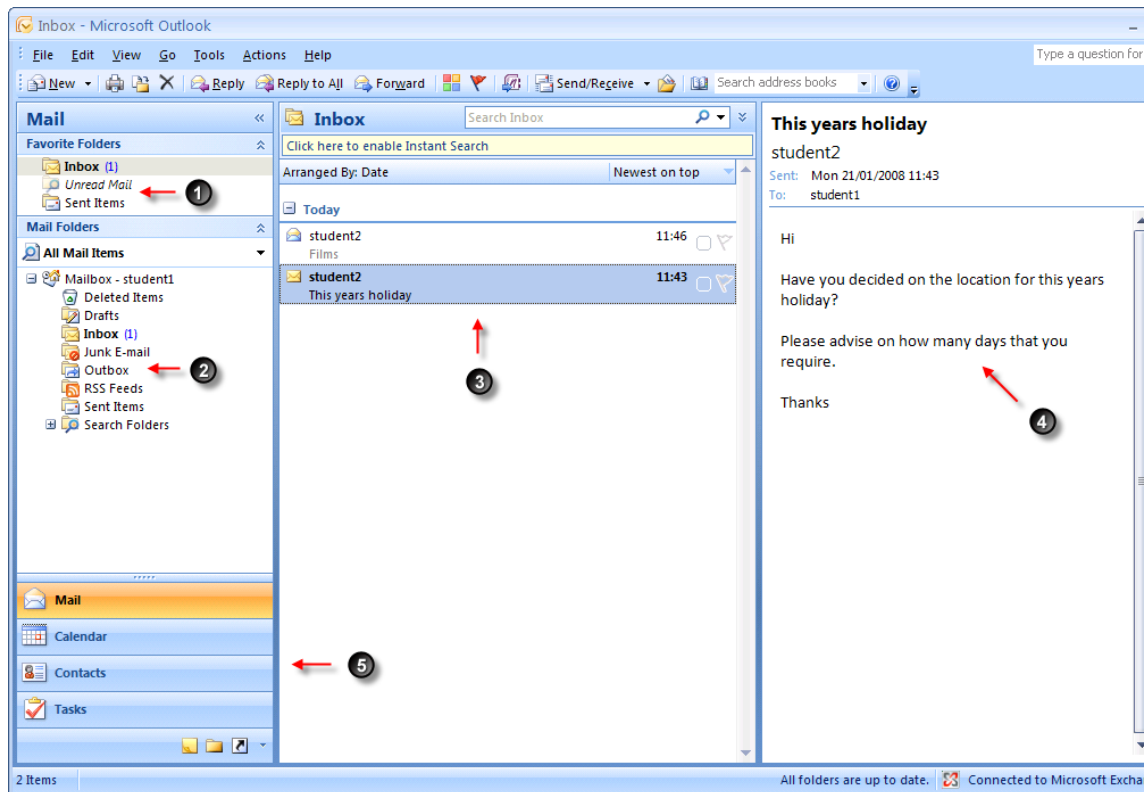
It is good practice to file emails in this way so that the Inbox does not get cluttered.

Think of folders like a filing cabinet, documents filed away in an organised manner so that you can find the document easily at a later date.

You can create as many folders as you require, so that the inbox only shows new emails or mail still active.

'Good House Keeping' – delete all mail that does not need to be kept, file away into Folders email messages needed to be kept.

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The Inbox screen can be broken down into two key areas.

The left hand side of the screen you will find the Main Navigation Pane. (points 1, 2, & 5).

Message areas, (points 3 & 4).

The Navigation Pane.

The Navigation Pane allows you to select the folders that have created as well as additional other Outlook features such as the Calendar & Contacts.

It is possible to customise the Outlook screens, for example turning off the Navigation Pane so that the screen does not look so cluttered.

1. **Favourites Folder:** Shortcuts to the most common used folders. Inbox, Unread mail and Sent items.

It is also possible to add your own key folders to Favourites folder as well.

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Tip: As discussed above 'Good House keeping' some leave hundreds of emails in the Inbox read and unread. Depending how the emails have been sorted the new emails could be found anywhere in the list of emails. Choose the **Unread Mail** option from the **Favourites** folder to display only the emails that have not been read.

2. **Main Folder List:** Displays all the folders that you create, along with additional Outlook folders.
3. **Message Area:** When a folder is selected from either Favourites or Main Folder List, the email contents of the folder is displayed.
4. **Reading Pane:** When an email message is selected, the Reading Pane will preview the message content before opening the message.
5. **Additional Outlook features:** Access to other features of Outlook such as the Calendar, Contacts etc.

The Navigation Pane.

Displaying & Minimizing the Navigation Pane.

1. To display click on the **Expand the To-Do Bar** button.
2. To minimize click the **Minimize the To-Do Bar** button.



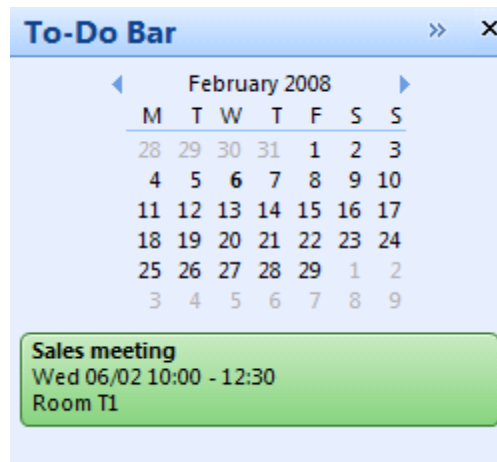
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The Uses of the Navigation Pane.

In prior versions of Outlook, there was a feature called Outlook Today, which displayed upcoming appointments, tasks etc.

The Navigation Pane is the equivalent (updated) way of displaying upcoming appointments, tasks and indicate new unread mail.

Preview: Calendar



Preview: Tasks

