

Microsoft Outlook - Using the Outlook Bar

See what you want to see

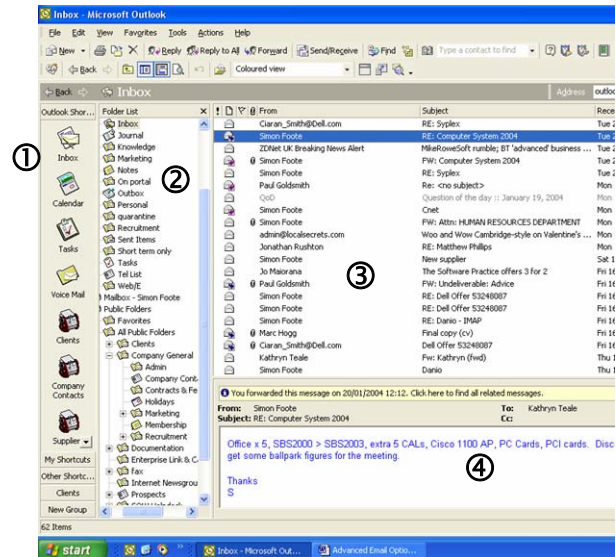
You can set Outlook up to display as much or little information on screen as you wish.

To show or hide any element, click on View then on the relevant item.

The 4 main elements are shown right:

1. **Outlook bar** - allows you to set up one-click shortcuts to any other accessible folder
2. **Folder list** - shows a navigable list of all files and folders. You can drag and drop files between these folders.
3. **Current folder**
4. **Preview pane** - displays first part of the content of email files

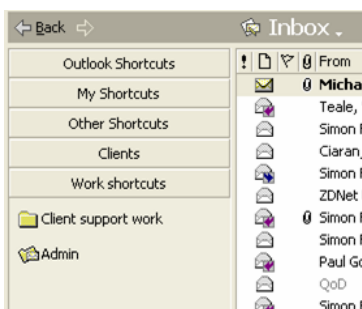
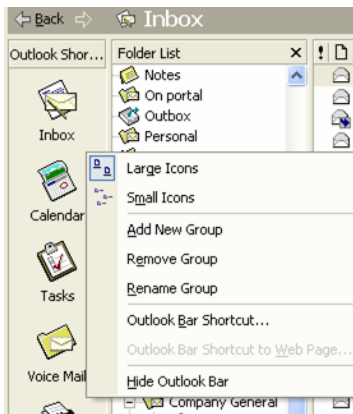
In addition, you can display toolbars at the top and a status bar at the bottom of the screen.



Using the Outlook Bar

The Outlook Bar contains shortcuts which make it quick and easy to jump between your inbox, calendar, contacts lists and any other folder or subfolder, private or shared.

You can customise this easily, as follows:



- Right click in a blank part of the Outlook bar to see a submenu of options. (see left)
- To add a new shortcut to this bar, click on Outlook Bar Shortcut.
- Choose either an Outlook folder or any other from your file system. (see right)
- Highlight the folder you want to add and click OK. It will be placed in the outlook bar beneath existing shortcuts.
- Use drag and drop to rearrange shortcuts or move them between groups
- You can display shortcuts as large or small icons. Drag the side of the column to make it wider.
- To start a new group (collection of shortcuts), click Add New Group. It will be placed below current groups. (see example of Work Shortcuts group, left)

