

# 2 OUTLOOK'S "FLUENT USER" INTERFACE

Can't find it? Something missing? Instructions not clear? Email manuals@affinityconsulting.com.

## OUTLOOK IS ORGANIZED INTO FOLDERS

All items in Outlook are stored in Folders. Clicking on the navigation buttons in the bottom left Mail, Calendar, People, or Tasks changes the view to that folder. To see all Outlook folders, click the three dots and choose "Folders".

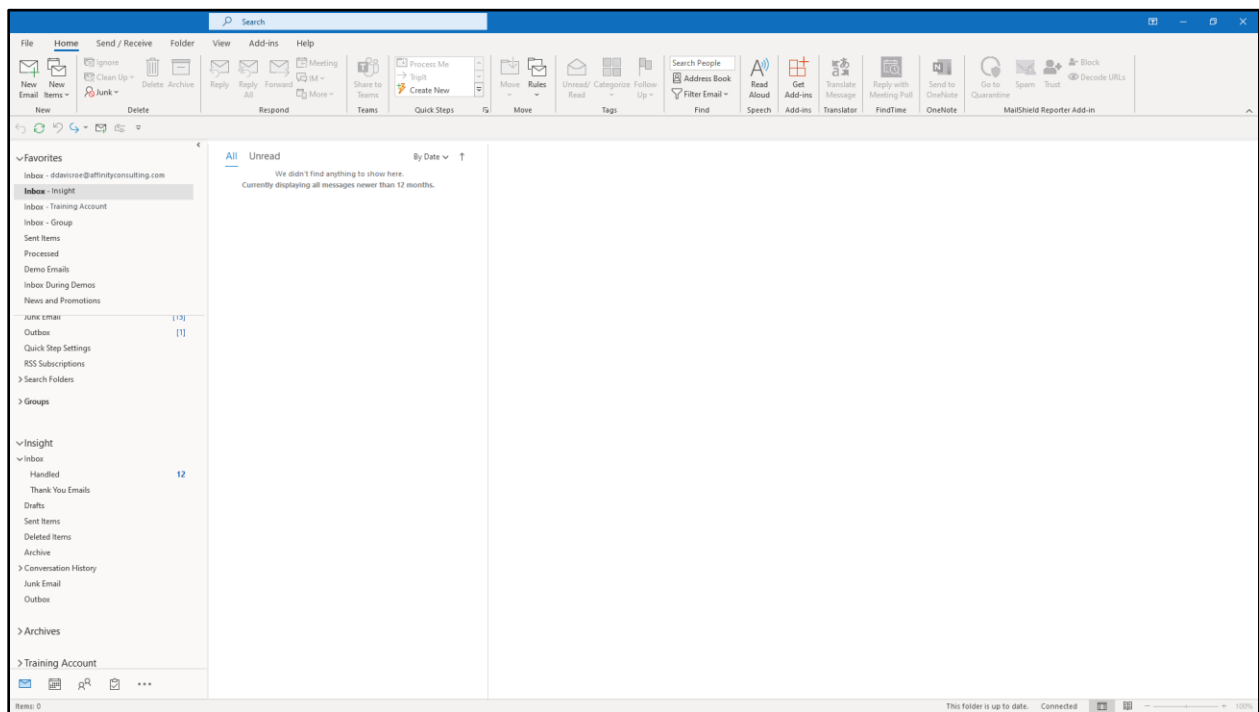


FIGURE 2-1

To open a folder in a new window, right-click on the navigation button and select **Open in New Window**.

## QUICK ACCESS TOOLBAR

Use and modify the Quick Access Toolbar ("QAT") to store your most frequently used commands. By default, the Quick Access Toolbar is configured with three (3) buttons: save, undo, and redo/repeat typing.

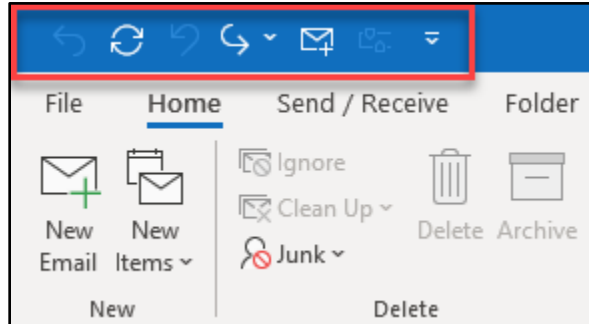


FIGURE 2-2

## TABS

The tabs are located at the top of the screen, immediately below the title bar. They change the ribbon.

## RIBBON

The ribbons contain (almost) all of the commands that are used to work in Outlook. Each ribbon contains a group of related commands and functions. While many of the tabs are the same between email, calendar, and contacts, the ribbons are different.

## EMAIL READING PANE

The Reading Pane shows emails in the main Outlook window without having to double-click on the email to open it.

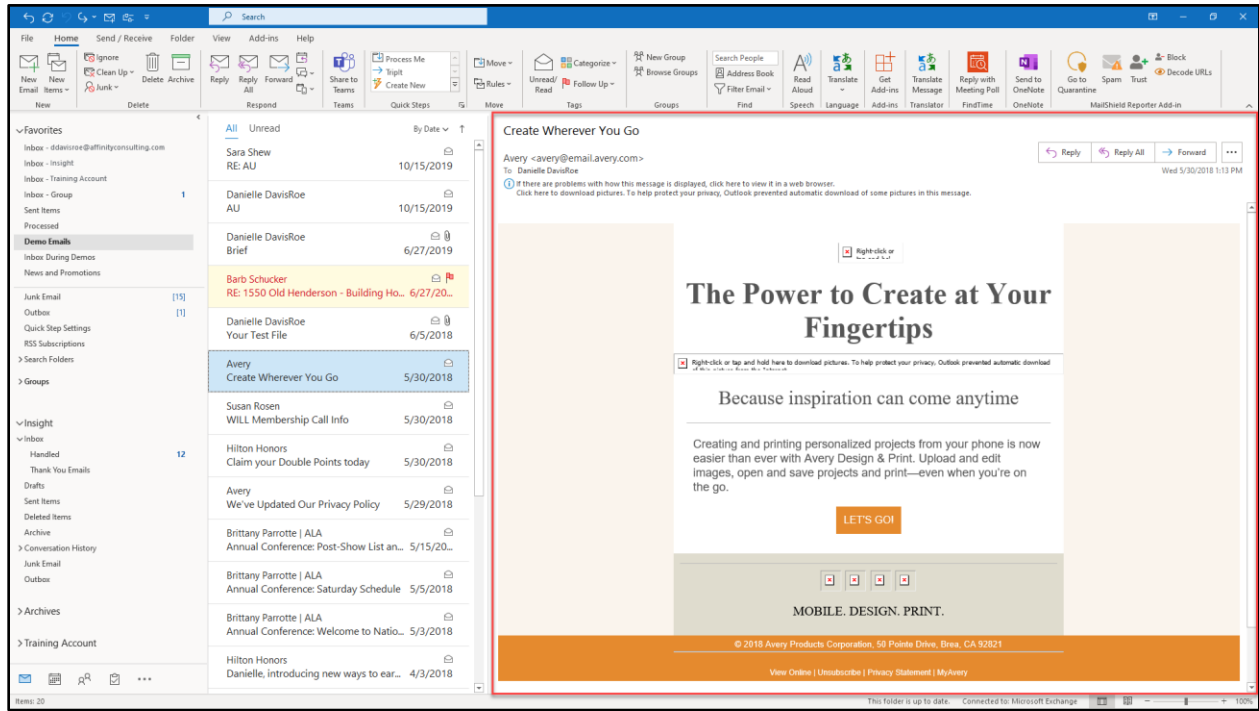


FIGURE 2-3

## CONVERT ONE TYPE OF ITEM TO ANOTHER

For example, you can create a contact from an email by dragging the email onto the Contacts button. You can drag emails or tasks to the calendar button to make appointments. If you drag emails onto buttons, it will leave the email where it was.

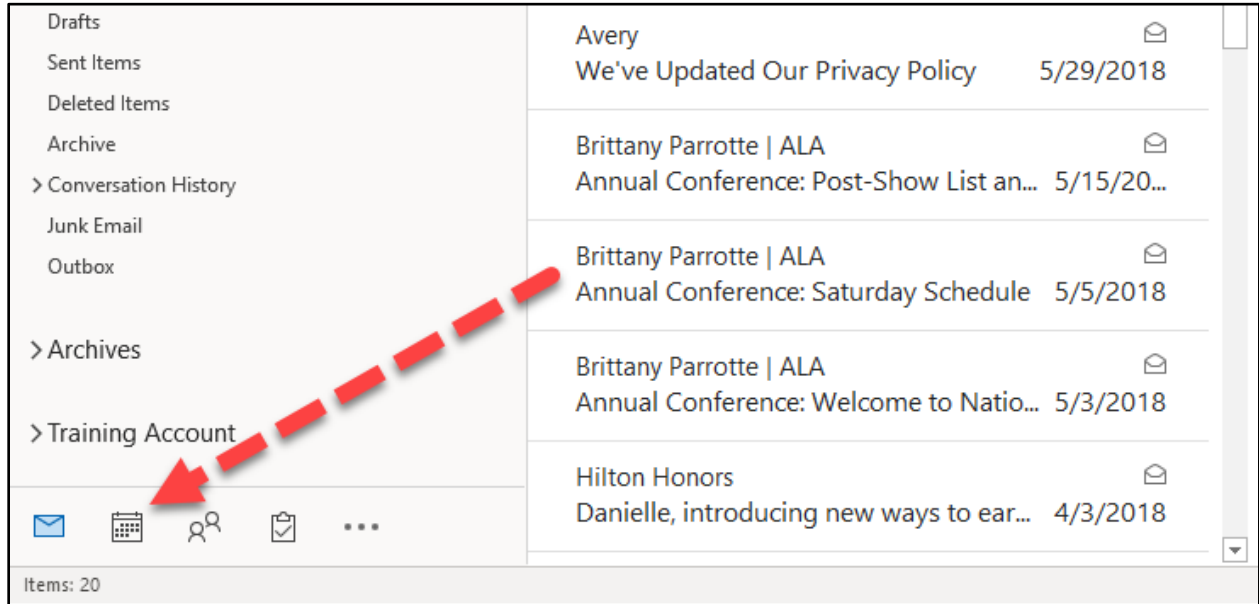


FIGURE 2-4