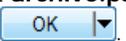
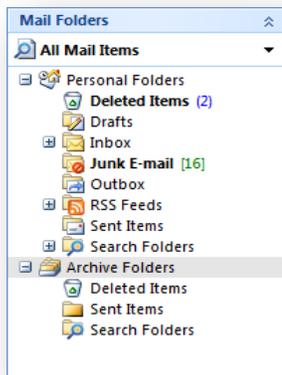


Setting Up AutoArchive

1. Choose **Tools, Options**.
2. Click on the **Other** tab.
3. Click the  button.

Opening the Archive Folder

1. Choose **File, Open, Outlook Data File...**
2. Locate the drive and folder that hold the archive.pst file.
3. Select **archive.pst**
4. Click .



Closing the Archive Folder

1. Right-click on archive folders.
2. From the quick menu choose **Close "Archive Folders"**.

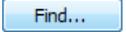
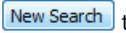
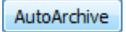
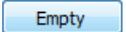
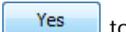
Setting Individual Folder Properties

1. Right-click folder.
2. Choose **Properties** from the quick menu.
3. Click **AutoArchive** tab.

Manually Archiving a Folder

1. Choose **File, Archive...**
2. Select **Archive this folder and all subfolders** option.
3. Select the folder you want to archive.
4. Enter dates that Outlook uses to extract items into the archive.

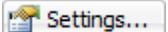
Using Mailbox Cleanup

1. Choose **Tools, Mailbox Cleanup...**
2. Click  button to view size of your mailbox.
3. Click  to locate files older than a specified number of days, or larger than a specified size.
4. Click  to search with new information.
5. Close dialog box after viewing files.
6. Click  to immediately begin archiving your messages.
7. Click  to permanently delete items in your Deleted Items folder.
8. Click  to permanently delete the messages.

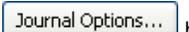
Managing Data Files

1. Choose **File, Data File Management...** to view a listing of Outlook Data Files.
2. Click  to view the contents.

Data File Properties

1. Choose **File, Data File Management...**
2. Click the  button to access property options.

Setting Up Automatic Journal Entries

1. Select **Tools, Options...** On Preferences tab.
2. Click  button.
3. In the **Automatically record these items** option, check off specific activities to record.
4. Select contacts for whom you wish to record Outlook activities using the **For these contacts** option.

Adding a Manual Journal Entry

1. Select **File, New, Journal Entry** or...Press **[Ctrl + Shift + J]**



2. Click  button after when done.

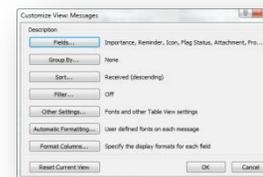
Changing Outlook Views

After selecting any folder you can change the view by:

1. **View, Arrange By** on the Main Menu, or...
2. **View, Current View** on the Main Menu, or...
3. Click the  on the **Advanced** toolbar.

Customizing Views

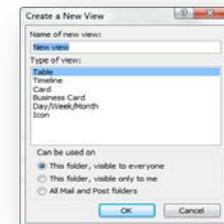
1. Starting in the folder you wish to customize.
2. Select **View, Arrange By, Custom...** or,
3. Select **View, Current View, Customize Current View**.

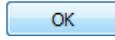


4. Click the button to change its settings.
5. Click the **Sort** button to choose a different sort order or to sort by multiple fields.
6. Click the **Other Settings** button to change Font Size.
7. Click the **Format Columns** button to change, for example, the way the date is displayed

Define Your Own Custom Views

1. Click  and select **Define Views...** from the dropdown list...or
2. Select **View, Current View, Define Views** on the Main Menu
3. Click .



4. Type a name, choose , then choose all the options desired.

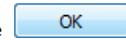
Sorting

Click column header (ex. From) of the category by which you wish to sort.

The Field Chooser

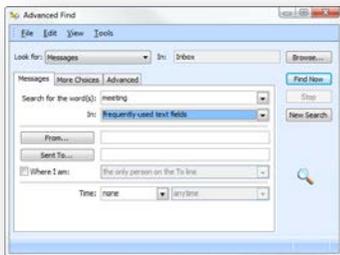
1. Right click on the current column headers
2. Select **Field Chooser** from the shortcut menu
3. Drag the field and drop it on the column header bar at the desired location.

Using Find

1. Select the folder and choose... **Tools, Instant Search, Instant Search** or Press **[Ctrl + E]** or Click in Search TextBox 
2. Type the search words.
3. Choose  button. To clear the Search and view all data again, Click the  button.

Advanced Find

1. Choose **Tools, Instant Search, Advanced Find...** or
2. Press **[Ctrl + Shift + F]**



3. Enter criteria on any of the tabs.
4. Click **Find Now** to see search results in a separate window.

Creating Search Folders

1. Right-click on Search Folders in the All Mail Items pane and select **New Search Folder** from shortcut menu....or
2. Click the down arrow in the **New** button on the Standard toolbar and select **New Search Folder** or Press **[Ctrl + Shift + P]**.
3. Either select a predefined Search Folder Template under Reading Mail, Mail from People and Lists, or Organizing Mail....or....scroll to the bottom of the list and choose **Create a Custom Search Folder**.
4. Supply the criteria you want to search by.
5. Click **OK** to finish creating the Search Folder.
6. Optional: Right-click a Search Folder and choose **Add to Favorites Folder**.

Junk Mail

1. Select **Tools, Options...** from the Main Menu
2. Click the **Junk E-mail...** button on the Preferences tab
3. On **Options Tab**, select the level of protection
4. On the **Safe Senders** tab, add new contacts to your Safe Senders list.

Add contacts to your Safe Senders, Safe Recipients and Blocked Senders directly from the Inbox:

1. Right-click on the email message and click Junk E-mail.
2. Pick the appropriate command from the menu that appears.

Rules and Alerts

1. To create a Rule...
Click **Mail** in Navigation Pane
2. Choose **Tools, Rules and Alerts...** from the Main Menu.
3. Click **New Rule...**
4. Follow the steps in the **Rules Wizard**.

Adding/Removing Buttons from the Navigation Bar

1. Click the **Configure Buttons** button bottom of the Navigation Pane...Or
2. Right-click any large button and choose **Navigation Pane Options**.
3. Clear the check box for any buttons that you don't want to display.

Changing the Size of Buttons

Drag the splitter (dotted) bar that divides the folders pane and the buttons and drag it up or down.



Favorite Folders

1. To add a folder to your Favorites....
2. Right-click on the folder
3. Choose **Add to Favorite Folders**.

Customizing Outlook Today

1. From the Shortcut Pane, select **Outlook Today**.



Click the **Customize Outlook Today ...** button from the **Outlook Today** pane to select the information you would like to see.

2. If you want to see this view when you first open up Outlook.
3. Within Startup, click the check box to go directly to Outlook.

Using the Mail Setup Tab

1. Choose **Tools, Options** from the Main Menu
2. Click the **Mail Setup** tab.

You can use Outlook to manage your personal Window Live Hotmail.

3. Click **E-mail Accounts...** to add, edit or view existing e-mail accounts and directories.
4. Click **New...** to start the Add New E-mail Account Wizard

Stationery: for a Single Message

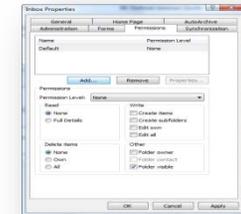
1. Select **Actions, New Mail Message Using, More Stationery**.

Stationery: for all your Messages

1. Choose **Tools, Options**.
2. Select the **Mail Format** tab.
3. Under the Stationery and Fonts section, click **Stationery and Fonts...**

Setting Permissions on a Folder

1. Right-click on the folder to which you want to grant permission
2. Select **Properties** from the shortcut menu
3. Select the **Permissions** tab



4. Click the **Add...** button
5. On **Permissions** tab, assign the Permission level.

Opening Inbox of a Shared Mailbox

1. Choose **File, Open, Other User's Folder**.
2. Type the name of the shared mailbox.



3. Click **OK**

Navigation Keyboard Shortcuts

Keystroke	Result
CTRL+1	Switch to Mail.
CTRL+2	Switch to Calendar.
CTRL+3	Switch to Contacts.
CTRL+4	Switch to Tasks.
CTRL+5	Switch to Notes.
CTRL+6	Switch to Folder List in Navigation Pane.
CTRL+7	Switch to Shortcuts.