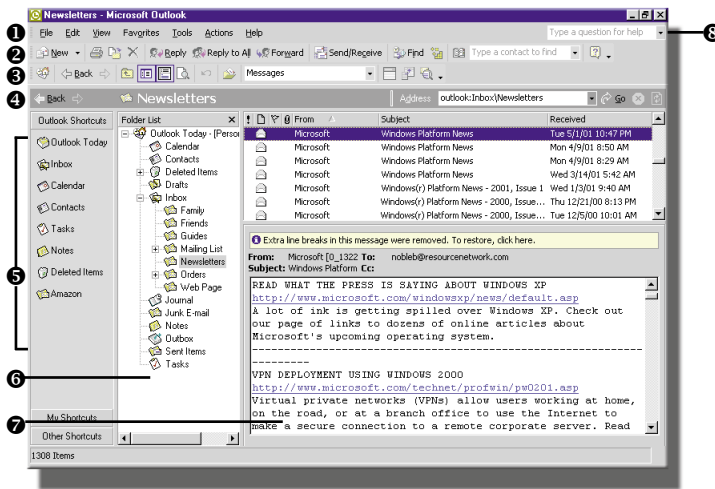


## Getting Started

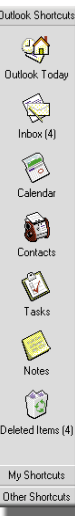
### The Outlook Window



- 1 **Menu Bar** – contains all tools for use with Outlook 2002.
- 2 **Standard Toolbar** – contains shortcuts for standard Outlook actions.
- 3 **Advanced Toolbar** – contains navigation tools and shortcuts to advanced features.
- 4 **Address Bar** – contains navigation tools for quickly opening and navigating folders and Web sites.
- 5 **Outlook Bar** – contains shortcuts to Outlook folders, files, and Web sites.
- 6 **Folder List** – displays all folders in a hierarchical format.
- 7 **View Pane** – displays the contents of the selected folder, file, or Web site.
- 8 **Ask a Question Box** – provides quick access to help when you have a question.

### Using the Outlook Bar

Use the Outlook Bar to quickly access the following locations and features.



- Outlook Today** – a one-page preview of your day's appointments, tasks, and e-mails.
- Inbox** – the main e-mail area where e-mail can be read, composed, received, and sent.
- Calendar** – the scheduler/planner where appointments and tasks can be created and manipulated.
- Contacts** – the contact list where names, e-mail addresses, phone numbers, and other personal information can be stored.
- Tasks** – the task list where tasks can be created, sorted, prioritized, tracked, and assigned to others.
- Notes** – the notes page where electronically post-able notes can be created, removed, and edited as short-term reminders.
- Deleted Items** – a folder where recently-deleted items are stored until the folder is emptied.

### Outlook Bar Groups

Use Outlook Bar groups to organize your shortcuts. By default, Outlook has three shortcut groups: Outlook Shortcuts, My Shortcuts, and Other Shortcuts.

To place a shortcut into a group, click and drag the shortcut to the group name, wait until the group opens, and then continue to drag the shortcut to the desired location within the group.

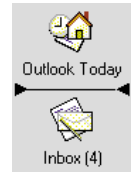
### Adding a Shortcut Group

1. Right-click the **Outlook Bar**.
2. Select **Add New Group** from the pop-up menu.
3. Enter a name for the group in the space provided.
4. Press the **Enter** key.

*Note:* To remove a shortcut, right-click the shortcut name and select **Remove Group** from the pop-up menu.

### Reordering Shortcuts

1. Click and drag the shortcut to move it.
2. Release the mouse to place the shortcut in the desired location.



### Adding Shortcuts

1. Open the shortcut group you want to add a shortcut to.
2. Right-click the background of the **Outlook Bar**.
3. Select **Outlook Bar Shortcut** from the pop-up menu.
4. To add an Outlook folder shortcut, select **Outlook** from the **Look in** pull-down menu.  
*To add a folder from your hard drive or the Exchange Server, select **File System** from the **Look in** pull-down menu.*
5. In the **Folder name** box, select the folder you want to make a shortcut of.
6. Click the **OK** button.

*Note:* To remove a shortcut, right-click the shortcut and select **Remove from Outlook Bar** from the pop-up menu.

### Using the Find Bar

1. Click the **Find** button, or press **Ctrl + E**, to display the **Find** bar.
2. Enter word(s) you want to search for in the **Look for** box.
3. Click the **Search In** box to select a location to search in. To select from a list of folders, select **Choose Folders** from the pull-down menu.
4. Click the **Find Now** button.



### Retrieving a Deleted Item

Deleted items are sent to the **Deleted Items** folder. To quickly retrieve a deleted item, click and drag the item from the **Deleted Items** folder to another folder.

### Displaying & Hiding Folders

- To display or hide the **Folder List**, select **Folder List** from the **View** menu.
- To quickly access the **Folder List**, click the folder name, as it appears in the **Address Bar**. Click the **Push Pin** to keep the **Folder List** open. Click the **Close** button to close the **Folder List**.