Microsoft Office 2003

Customization tips

Start Outlook in a folder other than Inbox — On the **Tools** menu, click **Options**, and then click the **Other** tab. In the **Advanced Options** dialog box, set the startup folder that you want.

Do you travel between time zones? — Add a second time zone and switch between time zones for all Windows-based programs. Click **Swap Time Zones** in the **Time Zone** dialog box (**Tools** menu, **Options** dialog box, **Calendar Options** dialog box).

Quickly change the time zone for all Windows-based programs — Right-click the space at the top of the time bar when you view days in **Calendar**, and then click **Change Time Zone** on the shortcut menu.

Reuse custom views — If you change a view by adding columns or changing the format and want to save it for reuse, type a new view name in the **Current View** box on the **Advanced** toolbar, and then press ENTER.

Quickly add contact information that isn't represented by existing fields — To add custom fields, in the contact, on the **All Fields** tab, click **New** and then specify the field's name, type, and format.

Quickly create a contact with the same company name and address as another contact — Select the existing contact in your **Contacts** list, and then on the **Actions** menu, click **New Contact from Same Company**.

See details about the view you are using — For details such as which fields are in place and if the view is filtered or sorted, right-click the table header and then click **Customize Current View**.

Missing some items? Adjust your view filter settings — Items that don't match the filter settings won't appear. To remove the filter, on the **View** menu, point to **Arrange By**, point to **Current View**, and then click **Customize Current View**. Click **Filter**, and then click **Clear All**.

Want a custom view of your information, sorted or filtered in a different way? — On the **View** menu, point to **Arrange By**, point to **Current View**, and then click **Define Views**.

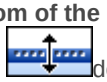
Customize the names of the voting buttons — On the **View** menu in the message, click **Options**. In the **Use voting buttons** box, type the names you want on the buttons, separated by semicolons.

Save time when you change print styles — If you frequently change a print style before printing, create a custom print style instead. On the **File** menu, point to **Page Setup**, and then click **Define Print Styles**.

Customize the buttons in the Navigation Pane for one-touch access — To add or remove buttons that appear in the button tray at the bottom of the Navigation Pane, click **Configure buttons**, click **Add or remove buttons**, and then click the button you want.

Customize the name of a duplicate .pst file to avoid confusion — You can change the name of the Outlook data file (.pst) that appears in the **Navigation Pane** from **Personal Folders** to something more identifiable. Right-click **Personal Folders**, click **Properties**, click **Advanced**, and then type a new name in the **Name** box.

Customize how Outlook archives items — On the **Tools** menu, click **Options**, click the **Other** tab, and then click **AutoArchive**.

Change the size of the buttons at the bottom of the Navigation Pane — You can make the large buttons in the **Navigation Pane** smaller by dragging the splitter bar  down toward the bottom of the **Navigation Pane**. The large buttons turn into small buttons in the button tray.

Move Desktop Alerts to a different monitor — If your desktop spans more than one monitor, you can make Desktop Alerts appear on any monitor you use. When an alert appears, rest the pointer over it and then drag it to the part of your desktop that is displayed on the monitor where you want to view the alert.

Turn off New Mail Desktop Alerts — Right-click the Outlook icon in the Microsoft Windows notification area. To clear the check mark, click **Show New Mail Desktop Alert**.

Access any Outlook folder from your Windows desktop — Create a shortcut to an Outlook folder on the Windows desktop by dragging the folder from Outlook to your Windows desktop. Make sure you press CTRL before you release the mouse button. When you double-click the new shortcut, Outlook will open to that folder.

Make New Mail Desktop Alerts less visible — You can change the transparency level and duration of the New Mail Desktop Alerts. On the **Tools** menu, click **Options**. On the **Preferences** tab, click **E-mail Options** and then click **Advanced E-mail Options**. Click **Desktop Alert Settings**. Change the duration and transparency levels to the settings you want.

Shade group headings — When you turn on shaded group headings, it makes it easier to distinguish the different groups, such as Yesterday and Last Week. In **Mail**, on the **View** menu, point to **Arrange By**, click **Custom**, click **Other Settings**, and then select the **Shade group headings** check box. Click **OK** twice.

Display folders at the top of the mail folders view — To group a set of folders at the top of the mail folders list view in the **Navigation Pane**, precede each folder name with the underscore (_) symbol.

Alphabetize the order of the mail folders in the Navigation Pane — By moving the folders that you want up to the **Favorite Folders** pane, you can place them in any order that you want. To move a folder up to the **Favorite Folders** pane, just drag it there.

Shrink the Favorite Folders pane — Remove all the folders in the pane, making it smaller and allowing the **All Mail Folders** list to move up in the **Navigation Pane**. To remove a folder in the **Favorite Folders** pane, right-click the folder and then click **Remove from Favorite Folders**.

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More tips

Try the quick way to print an item — Right-click the item, and then click **Print** on the shortcut menu.

Quickly attach a file to a message, task, appointment, meeting request, journal entry, or contact — Open the item, and then on the **Insert** menu, click **File**. Locate the file you want to attach.

Access your newsgroups from Outlook 2003 — To access the newsreader from Outlook, on the **View** menu, click **Toolbars**, and then click **Customize**. Under **Categories**, click **Go**, and then under **Commands**, click **News** and drag it to one of your toolbars.

Quickly assign tasks, contacts, or appointments to categories — On the **Advanced** toolbar, in the **Current View** list, click **By Category**, and then drag each item to one or more categories.

Set up automatic archiving for your Outlook folders — Outlook can automatically archive old items by moving them to another file or deleting them. To set up archiving, right-click a folder, point to **Properties** and then click the **AutoArchive** tab for archiving options.

Not sure where your archive folder is? — To see where your archive folder is stored, right-click the **Archive Folders** folder in your **Folder List**. Click **Properties for Archive Folders**. Click **Advanced**, and then look at the **File name** box.

Create a document, worksheet, or presentation — If you have other Microsoft Office programs installed, you can quickly create a new Microsoft Word document, Microsoft Excel worksheet, or Microsoft PowerPoint presentation by pressing CTRL+SHIFT+H.

Hide Outlook when minimized — You can make the Outlook icon appear only in the Windows notification area when you minimize Outlook. While Outlook is running, right-click the Outlook icon in the notification area, and then click **Hide when minimized**.

See where Outlook stores your Mail, Calendar, and Contacts data — On the **Tools** menu, click **Options**. Click the **Mail Setup** tab, and then click **Data files**. Folder locations are listed in the **Outlook Data files** dialog box. Select a data file, and then click **Open Folder**.

Check your spelling in Outlook — On the **Tools** menu, click **Options**. Click **Preferences**, and then on the **Spelling** tab, select options to allow Outlook to correct your spelling, including creating a custom dictionary of frequently used terms and choosing a dictionary in another language to check your spelling.