

Outlook Environment

Title Bar: Displays the name of the current folder and the application.

Menu Bar: Displays the menus.

Ask a Question: Help feature – where you ask questions.

Standard Toolbar: Quick access to some of the most commonly used commands.

Navigation Pane: The column on the left side of the window that provides access to all components of Outlook.

Task Pane: A window that you can use to access frequently used commands.

Go Menu: Allows you to quickly switch between components.

Quick Launch Bar: Provides quick access to commonly used components.

Reading Pane: Displays the contents of the selected message without actually opening the message.

Status Bar: Displays information about the active folder.

Components of the Outlook Window

Item: A basic component created in Outlook that contains information and is stored in a specific location. Items in Outlook include: *messages, appointments, meetings, contacts, tasks and notes.*

Folder: A folder is used to store and arrange Outlook items.

Inbox: Where you receive and send messages.

Calendar: Where you schedule meetings, appointments and events.

Contacts: Where you enter and track business and personal contacts.

Tasks List: Where you create and manage tasks.

Notes: Where you quickly record reminders.

Journal: Where you can automatically track all items that you have specified as they occur.

Additional Outlook Folders

Deleted items: Stores any items that you delete in Outlook.

Drafts: Stores copies of unfinished messages you can complete and send later (similar to “Work in Progress” in GroupWise).

Junk E-mail: Contains all junk email messages.

Outbox – Temporarily stores email messages you send until they are delivered.

Sent Items – Stores copies of message you send to others.

Sync Issues – Contains all of the synchronization logs.

Search Folders – Contains views of all mail items that have specific search criteria.