

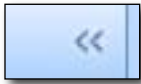
Google Mail Reference Sheet Outlook 2007 Display Optimization

Want to change the way you use Outlook 2007? Try some of the tips outlined below.

Panes

- The Navigation Pane contains a space for favorite folders, a list of mail folders, and buttons to take you to other windows in Outlook such as the Calendar and Contacts.

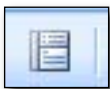
Collapsing the Navigation pane gives you more room to view your inbox and reading pane. To expand and collapse the Navigation Pane, click the two arrows pointing to the left where Mail appears. This collapses the Navigation Pane into a narrow bar at the left side of the screen.



To expand the Navigation Pane, click the two arrows pointing to the right.



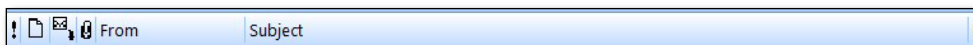
- You can also use the **View** menu to view and minimize the Navigation Pane.
- The Reading Pane can be placed on the bottom or on the right side of the screen, using the options from the **View** menu. You can also use the Reading Pane button on the toolbar to turn the reading pane on and off.



- Panes can be resized by clicking and dragging the frames surrounding them.

Messages

- The Message Pane contains a list of emails from your inbox, or another folder selected from the Navigation pane. Messages in the inbox or any other folder can be sorted using any column present in the Message pane.



- When the **Show in Groups** option is checked on the **View -> Arrange By** menu, emails are sorted into groups by the chosen sort order. For example, messages sorted by date will be grouped into age groups such as "Yesterday" and "Older."

- The Message pane can also display previews of each email in its display. To turn on AutoPreview, select the **View** menu, and select the **AutoPreview** menu item. Each email in the Message pane will display up to three lines of text as a preview.

Toolbars

- The toolbars at the top of the window can be turned on and off and customized.
 - To reach the Toolbars options, select the **View** menu, and the **Toolbars** menu item
 - Toolbars with a checkmark are the ones currently displayed. Select a blank item to activate it, or select a check-marked item to inactivate it.
 - The items on each toolbar can be customized. To customize toolbars, select **View -> Toolbars**, then select the *Customize* menu item.
 - The *Toolbars* tab allows you to select toolbars for display, rename toolbars, create toolbars, and delete toolbars.
 - The *Options* tab allows you to select display options such as large toolbar icons and to display fonts in font names.
 - The *Commands* tab determines the options that appear below each menu item, and allows users to rearrange the order in which items appear on menus and on toolbars.
 - To rearrange the order of commands and toolbars, click the **Rearrange Commands** button
 - To change the order of items on a toolbar, select the **Toolbar** radio button, the **Toolbar** combo box, and the *Standard* item
 - Changes to the toolbar, such as adding an item, deleting an item, moving items up or down in order, and modifying display names can be made in this dialogue box.

Helpful Tools

- Click the **Address Book** button to see a new window containing all of your contacts.



- To open the **To Do** window, select the **View** menu, the **To-Do Bar** menu item, and the *Normal* menu item to view the window in its entirety.
 - The To-Do Bar has a calendar, a list of items marked for follow-up, and a list of upcoming appointments.

- You can reduce the To-Do Bar to a small bar by clicking the two arrows pointing to the right.



- Clicking on the minimized To-Do bar will make it float over the rest of the panes in the Outlook window.
- To see a list of reminders, select the **View** menu, then select the **Reminders Window** menu item.