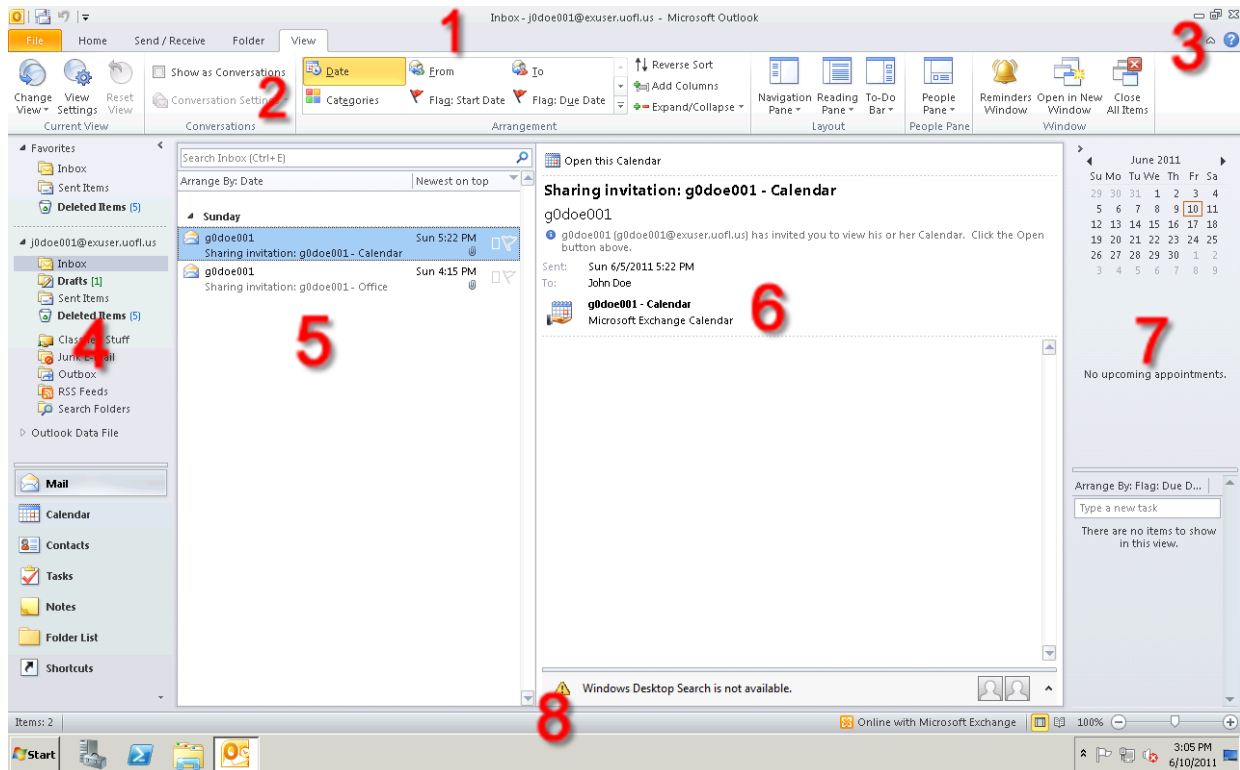


# Microsoft Outlook 2010

## Basic Interface



- 1. Title Bar** The Title Bar displays the account name. To the far right of the Title Bar, you have buttons to maximize, minimize, restore or close the window.
- 2. Ribbon** Each Ribbon contains its own set of commands. Examples of commands for the Home Ribbon are on the next page.
- 3. Help Button** Use this to find how-to articles on Outlook.
- 4. Navigation Pane** This pane is the easiest way to get around in Outlook. It contains links to various folders so you can easily view your contacts, mail, calendar appointments and more.
- 5. Inbox** This is where all your new email will appear.
- 6. Preview/Reading Pane** View the contents of the selected item here.
- 7. To-Do Bar** This feature is visible in all folders except the Calendar folder. It summarizes upcoming tasks and appointments.
- 8. Status Bar** Displays the item count for the current folder.

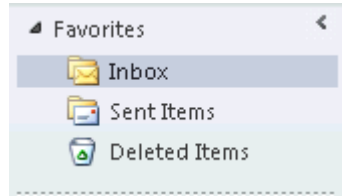
## Navigation Pane

The Navigation Pane allows you to move between folders through Outlook and provides tools for working with those folders.

There are three parts to this pane.

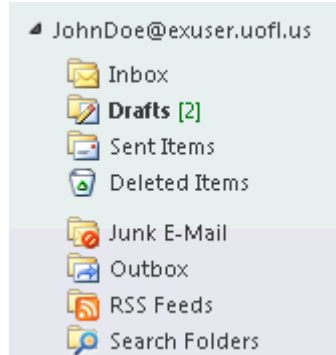
### Top

Favorites area



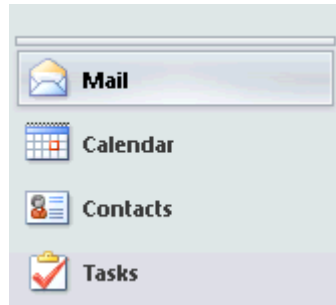
### Middle

Personal folders



### Bottom

Default folders

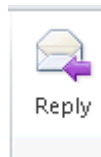


## Home Ribbon



New  
E-mail

Creates a new email message.



Reply

Replies to the sender.



Deletes email messages, meetings or appointments.



Reply  
All

Replies to the sender and all recipients.



Move

Moves or copies email between folders.



Forward

Forwards the email.