

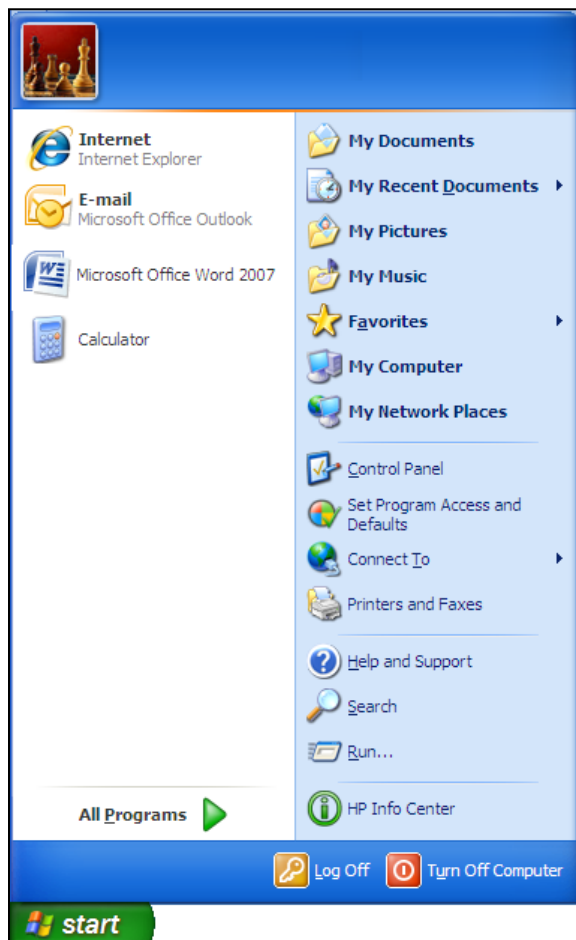
Quick Tip: Most new computers have a shortcut for Outlook already pinned to the Start Menu.

Module Two: Opening and Closing Outlook

In this module, you will learn to open and close Outlook. You will also explore the Outlook interface, learn to set up an e-mail account, and view your e-mail Inbox.

Opening Outlook

Select **START** (or press the Windows key on the keyboard) to open the Start menu.



Highlight Microsoft Office Outlook to open it.

Understanding the Interface

Outlook has a sophisticated interface that changes based on the major activity you are performing. The Outlook Home Page includes:

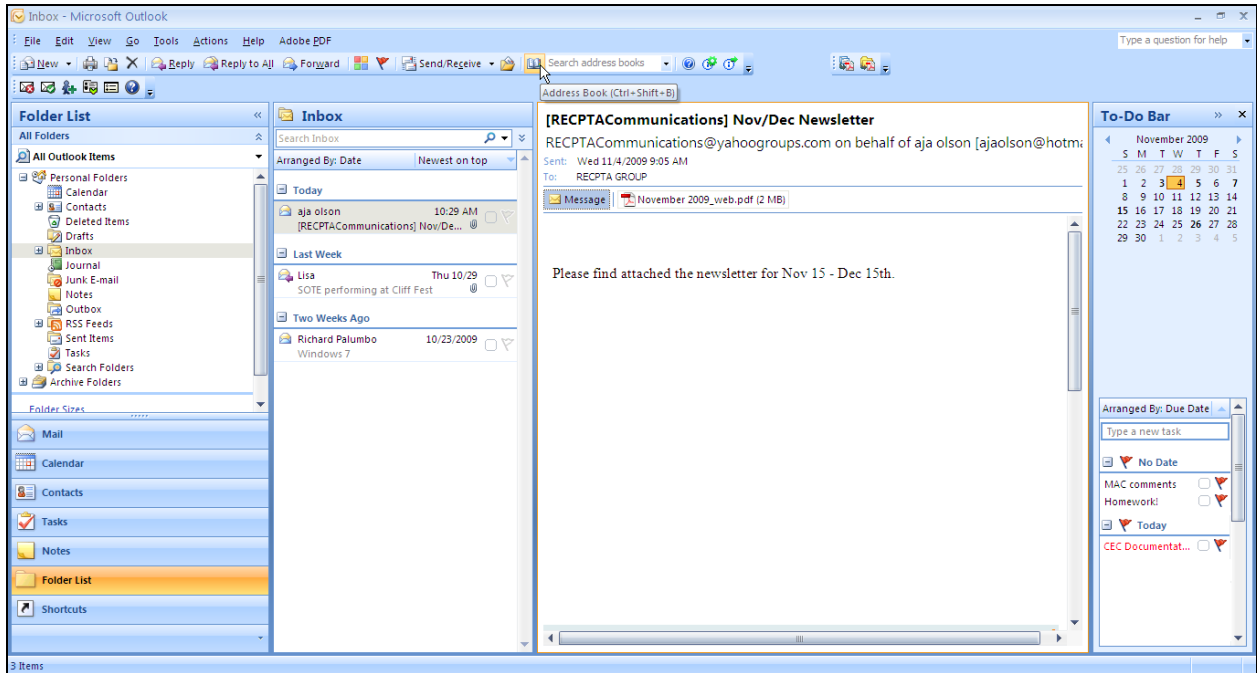
- A Navigation Pane to help you select the task you want to do
- The Inbox to see a list of all of your messages
- A Reading Pane (when using e-mail) to preview your messages
- A To-Do Bar for a quick glance at your calendar, scheduled appointments, and tasks
- A Menu bar to access all of Outlook's commands
- A Toolbar customized to the current view

As in the other Microsoft Office 2007 applications, menus and toolbars have been replaced by a new **RIBBON** interface. However, a different **RIBBON** displays depending on whether you are sending or receiving messages, working with appointments or contacts, or defining tasks. Each **TAB** in the active **RIBBON** contains many buttons for applying Outlook's features. To display a different set of commands, click the tab name. **BUTTONS** are organized into groups according to their function.

For example, when you are sending an e-mail message, the **RIBBON** interface displays **TABS, GROUPS, COMMANDS, AND BUTTONS** related to sending a message. The **TABS** are different for each activity to keep the most commonly used commands easy to find.

In addition to the **TABS**, there are two other elements of the new Outlook interface: the **OFFICE BUTTON** and the **QUICK ACCESS TOOLBAR**. These are not shown in the Outlook Home Page, but are available when working with different activities.

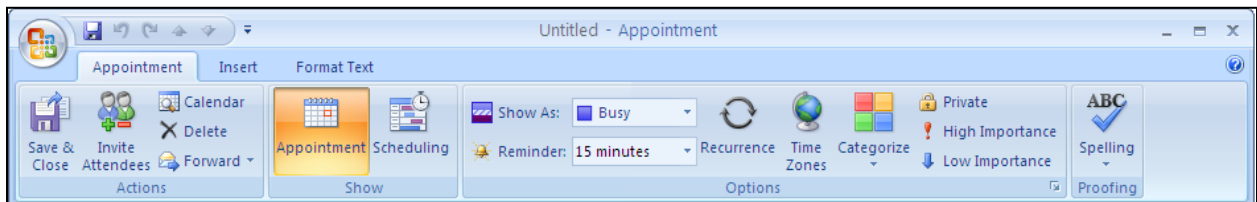
Shown here are the features of the Outlook Home Page, including the Navigation Pane, Inbox, Reading Pane, and To-Do Bar. Point out the screen tips that appear when the mouse hovers over a tool.



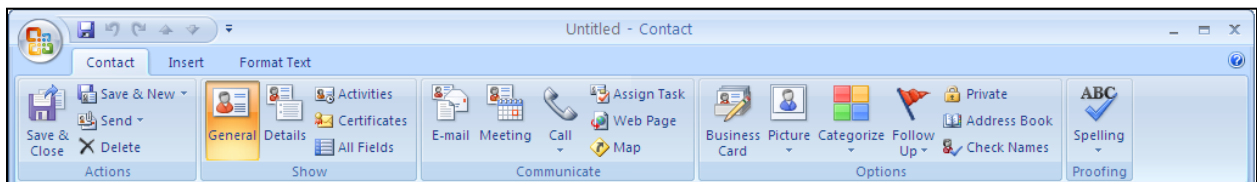
Shown here is the Ribbon in a new mail message.



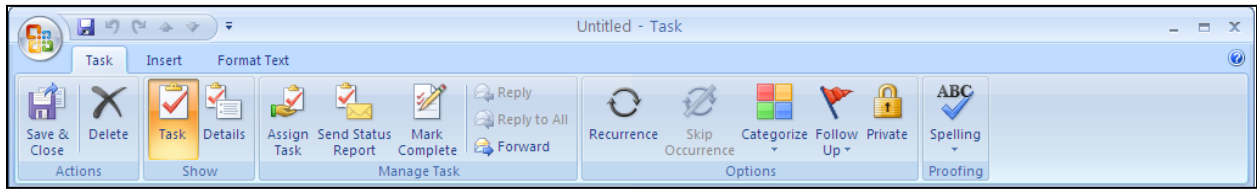
Shown here is the Ribbon in a new appointment.



Shown here is the Ribbon in a new contact.



Shown here is the Ribbon in a new task.

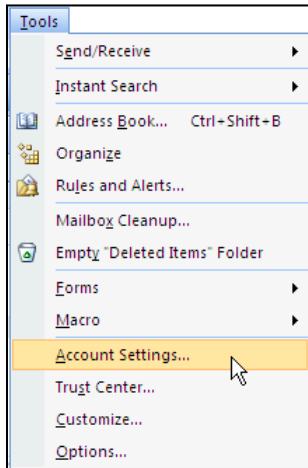


Setting up an E-mail Account

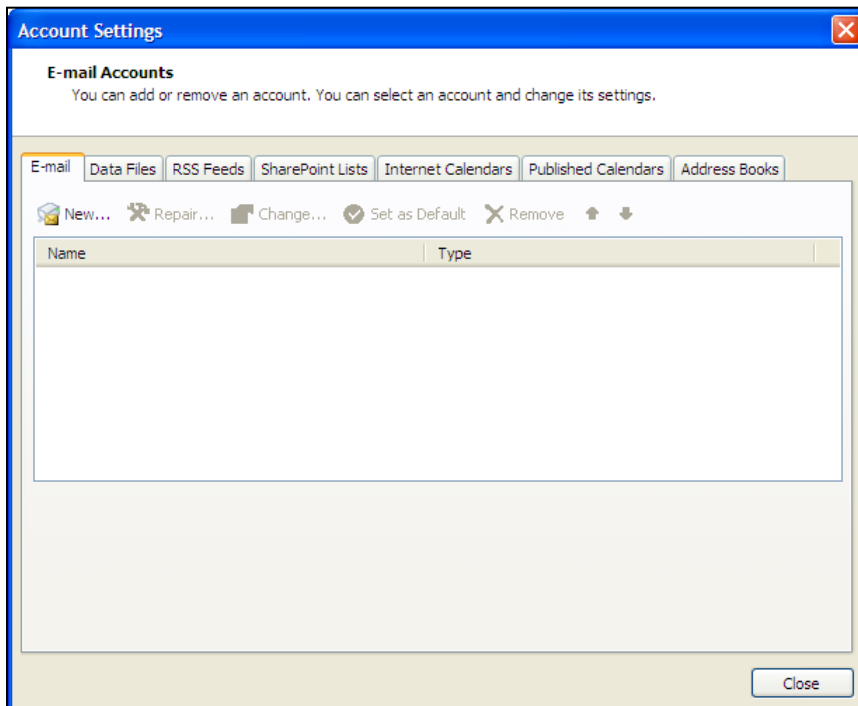
Use the **ACCOUNT SETTINGS** command in the **TOOLS** menu to set up a new e-mail account. Outlook opens a Wizard to help set up the account.

Use the following procedure to set up an e-mail account.

1. Select **ACCOUNT SETTINGS** from the **TOOLS** menu.

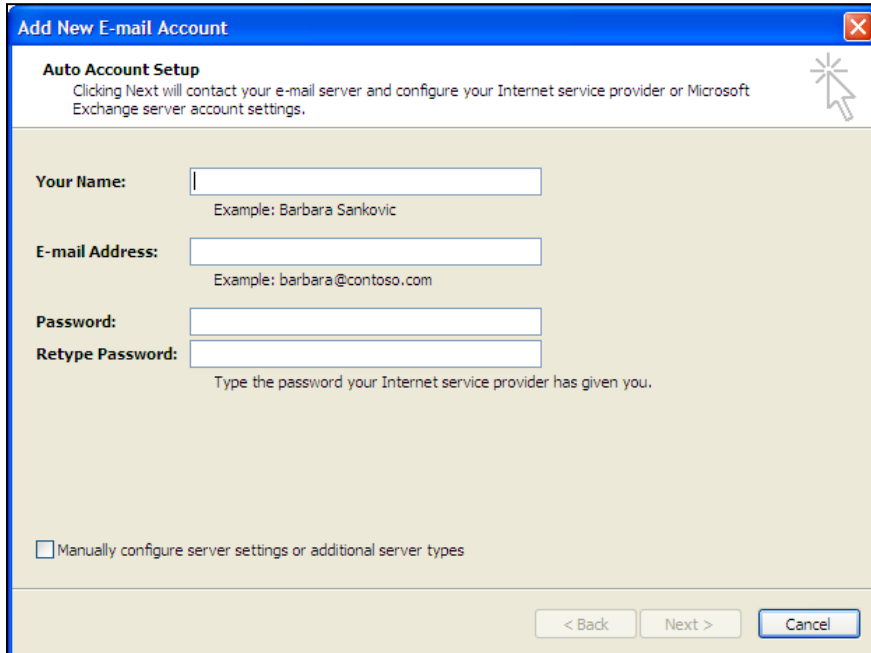


Outlook displays the **ACCOUNT SETTINGS** window with the E-mail tab active.



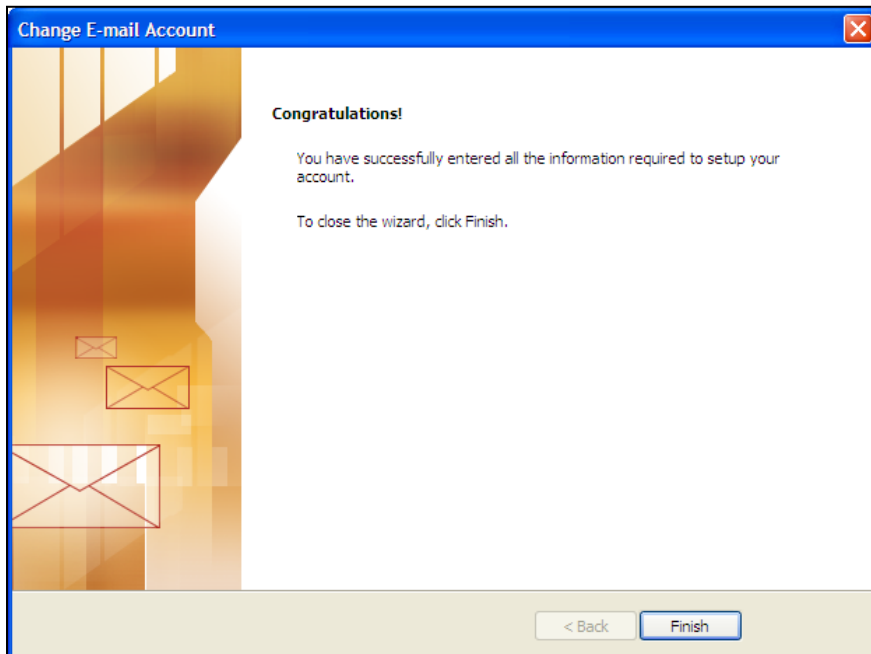
2. Select the **NEW** button.

Outlook displays the **ADD NEW E-MAIL ACCOUNT** window.



3. Complete the Name, E-mail address, and Password fields to set up your e-mail account.
4. Select **NEXT**.

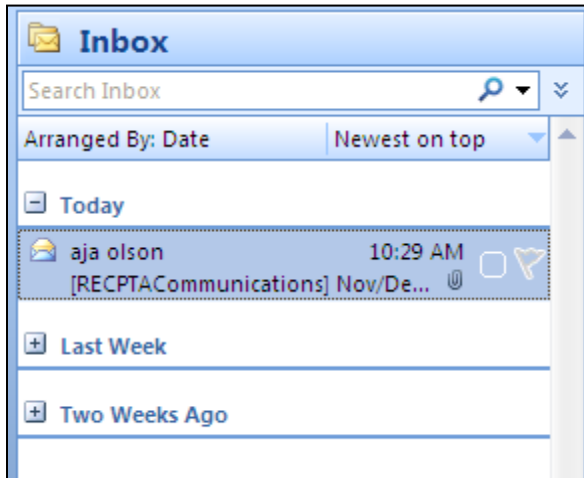
Outlook establishes a network connection, searches for the server settings, and logs onto the server to send a test message. When Outlook successfully sets up the e-mail account, it displays a confirmation window.



5. Select **FINISH**.

Viewing Your Inbox

Expand and collapse the list of messages.



Closing Outlook

Close Outlook from the File menu.

