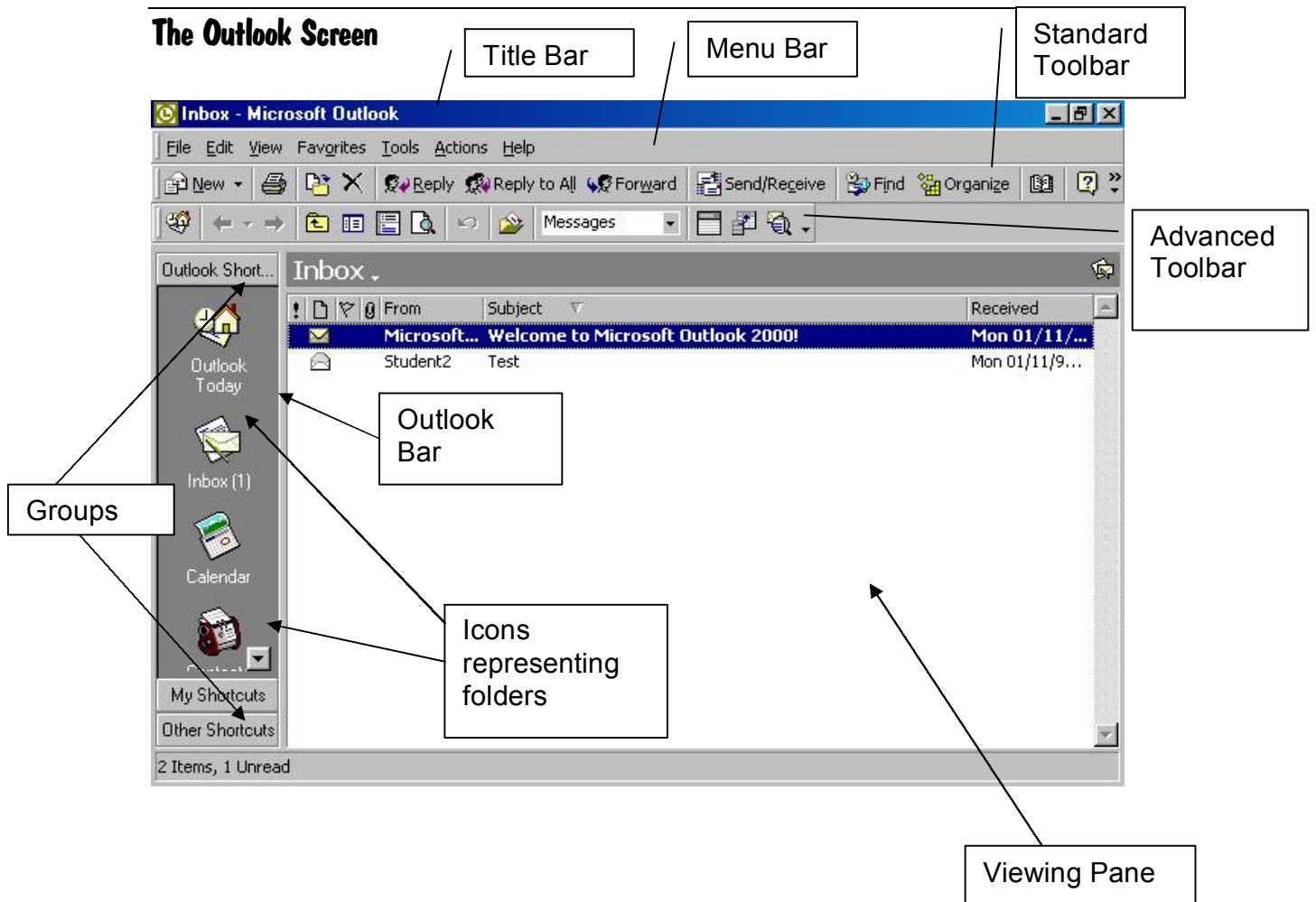


## The Microsoft Outlook Screen



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### What are folders?

Each folder holds a different type of information i.e. calendar information

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### What are Groups?

Groups are a collection of folders

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## What Are All the Folders For?

|               |  |
|---------------|--|
| Outlook Today | Provides a preview of your day. It could show a summary of your appointments, tasks and E-mails                  |
| Inbox         | Allows you to send and receive E-mail  |
| Calendar      | Allows you to keep track of appointments and meetings  |
| Contacts      | Allows you to keep personal and business contacts details  |
| Tasks         | Create and track the progress of tasks for yourself or others to carry out                                       |
| Notes         | Create post-it type reminders of things to do, ideas, messages etc   |
| Journal       | Allows you to record and track your actions e.g. When you sent a particular E-mail or when you made a phone call |
| Deleted items | Deleted items are sent here. Similar to the Recycle Bin on the Windows Desktop.                                  |

### **What about the Outbox?**

*If you are not connected to a network with Exchange Server, the mail you send is stored in the Outbox before sending.*

