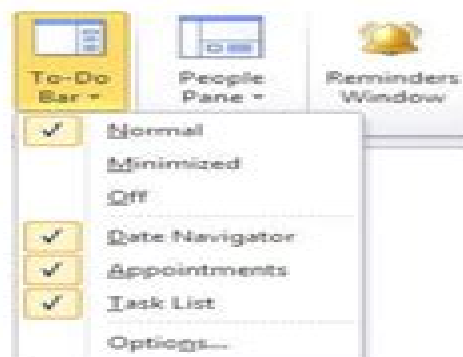


Setup your navigation bar to show the most frequently used features of Outlook. From within any area of Outlook, select **View > Navigation Pane > Normal**. You should see at least 4 bars in the left hand corner of your screen, with additional icons along the bottom. You can adjust bars in view by clicking and dragging on the horizontal line above Mail to expand or collapse the bars you wish to see. You can also change the order of the bars shown by right-clicking any of the bars and selecting Navigation Pane Options.



Start your day by creating open windows for Email, Tasks, and Calendar

<Alt><Tab> will enable you to move through these applications instantly as your thinking moves between them. Right-click on Mail, Calendar, and Tasks, one at a time, and select **Open in New Window**.



To be able to view your Tasks from within your Mail, Calendar and Contacts, be sure the To-Do Bar view is selected. From within each of those sections, select **View > To-Do Bar > Normal**.

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