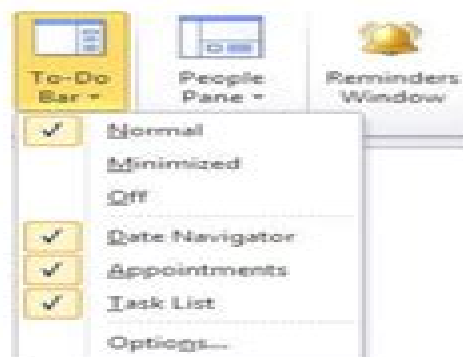


Setup your navigation bar to show the most frequently used features of Outlook. From within any area of Outlook, select **View > Navigation Pane > Normal**. You should see at least 4 bars in the left hand corner of your screen, with additional icons along the bottom. You can adjust bars in view by clicking 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**.

Gtd And Outlook 2010 Setup Guide

Y Pai



Gtd And Outlook 2010 Setup Guide:

Gtd And Outlook 2010 Setup Guide Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has be more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Gtd And Outlook 2010 Setup Guide**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve into the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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