

Outlook 2000

for Windows

GRG
GLOBAL REFERENCE GUIDE, INC.

WHAT IS OUTLOOK 2000?

Microsoft's Outlook 2000 is not only a fully featured e-mail client, but it also acts as a personal information manager. This means that its components act together to effectively manage your mail messages, lists, notes, and daily activities, all in a single application. Outlook 2000. Enjoy!

Drop Down Menus

Toolbars

Outlook Bar

Inbox	page 2
Calendar	page 2
Contacts	page 3
Tasks	page 4
Notes	page 4

Task Count

Shows a brief summary of the number of items in particular items. The number of items and items that are pending, which means you have to do something about them.



Microsoft Outlook 2000 comes standard with its own help function that will support all levels of the application's great help. Tapping into this help functionality, using this reference guide, will allow you to increase productivity and efficiency as well as use Outlook 2000 to its full potential.

1. Click the Help button (H) on the toolbar or select Microsoft Outlook Help from the Help drop-down menu.
2. At this point you are presented with three different tabs that will offer different ways to access help information.

Contents lists all available general help topics. (Double-click a general topic to reveal specific information that helps).

Answer Wizard enables you to ask a question or search for help topics and proceed within the help system instead of searching by categories.

Index is used to identify a certain keyword, or just type it in. The index is an alphabetical order search that will give you the answer. After selecting the desired keyword you can now choose to type from the first section that will appear below.

GUIDE DESCRIPTION

This guide to the Outlook 2000 Global Reference Guide. This guide has been designed to give you, the user, a head start on learning. Special care has been taken to lay out all the key features of this application in a concise manner that is easy to read, understand, and apply. Using this guide alongside Outlook 2000 your knowledge and productivity will grow in leaps and bounds. Make certain to keep this valuable resource within reach at all times.

GLOBAL LEGEND

- BASIC
- INTERMEDIATE
- POWER USER
- GREAT TIP
- WATCH OUT!
- ADVANCED TIP
- PRO TIP

Notes View

View all the items in the notes view. Items are listed in the Notes List. To view a note, select a note in the Notes List. The note will be displayed in the Notes View.

Folder List

View a complete listing of all the folders in Outlook 2000. This is a list view of your folders similar to the Explorer window.

Preview Pane

View a brief view of all the items in the Notes View. The Preview Pane shows you a brief view of the items in the Notes View. It is a brief view of the items in the Notes View. It is a brief view of the items in the Notes View.



OUTLOOK TODAY

Outlook Today shows you, at a glance, any messages, appointments, and tasks that are due today. This is a great place to view your upcoming day of work.

Click the Outlines button in the Outlook Today pane to view any messages, appointments, and tasks that are due today. Click the Outlines button in the Outlook Today pane to view any messages, appointments, and tasks that are due today.



1. The Outlook Today pane is in the bottom left corner of the Outlook 2000 window. It is a great place to view your upcoming day of work.

2. At the bottom of the Outlook Today pane is a list of the items that are due today. Click the Outlines button in the Outlook Today pane to view any messages, appointments, and tasks that are due today.



3. Almost every item in your Outlook Today pane can be right-clicked to view a context menu. This menu will give you many options to view the item in the Outlook Today pane. Try right-clicking on the different items and see what happens.

Outlook 2000 Quick Reference Guide

M Woodhall



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This indispensable reference takes a comprehensive look at every object collection method and property of ADO for developers who want to get a leg up on this technology

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