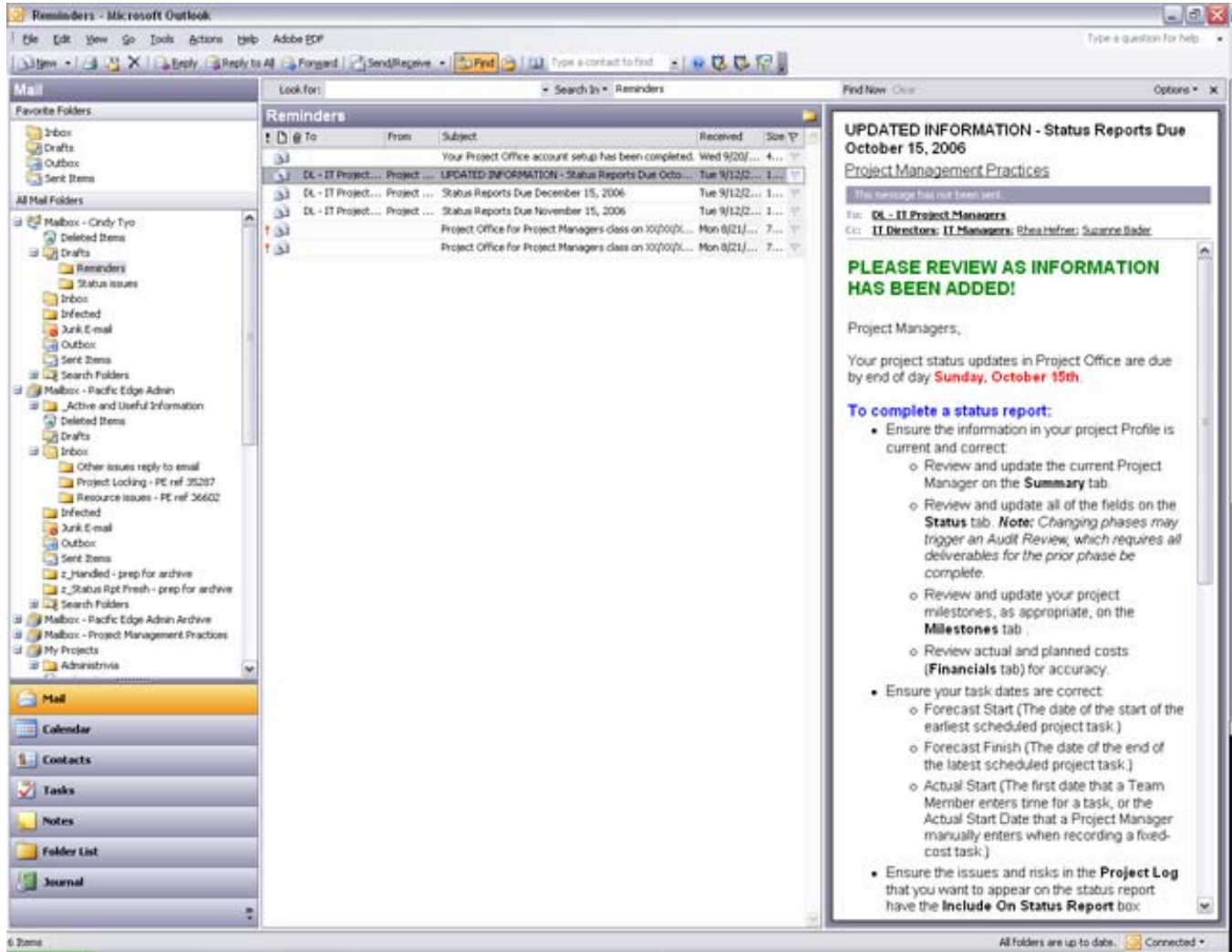


# OUTLOOK 2003 – NAVIGATION AND LAYOUT

## New Layout

The default view of Outlook 2003 is just different enough from prior versions that many people find it confusing.



The two changes in the opening layout are the Preview Pane has been renamed to Reading Pane and is along the right, and the Navigation Pane, with the Favorite Folders area in the upper left and all the Navigation buttons along the bottom left, is the new default view.

In the new default view the Calendar is missing from the Mailbox – User Name list. This is because the new default view is called Mail. Clicking the Calendar button on the bottom left of the Navigation Pane will bring up that view. This is the case for Contacts, Tasks, Notes, and Journal as well.

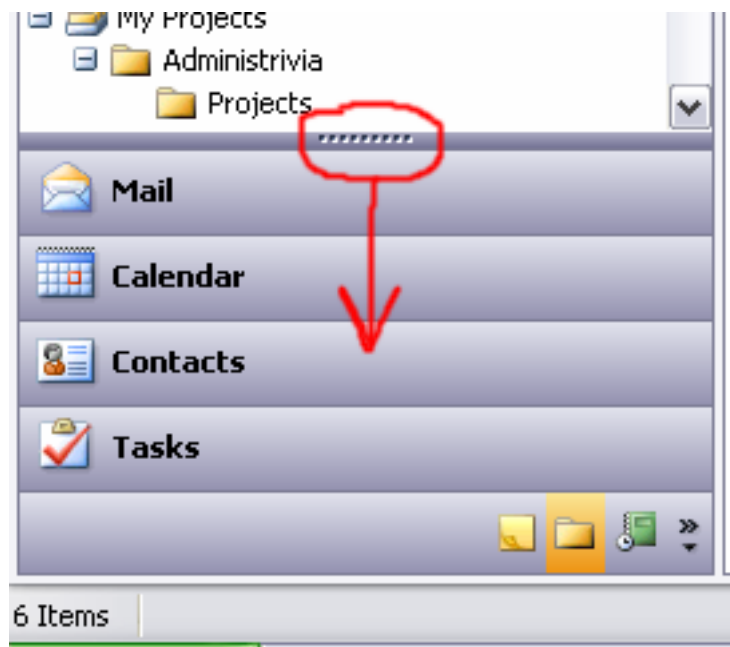
## Folder List

Previously the default Navigation Pane view was the Folder List. To change the Navigation Pane view from Mail to Folder List, go to **Go > Folder List** or click the **Folder List** button along the bottom left of the Navigation Pane.



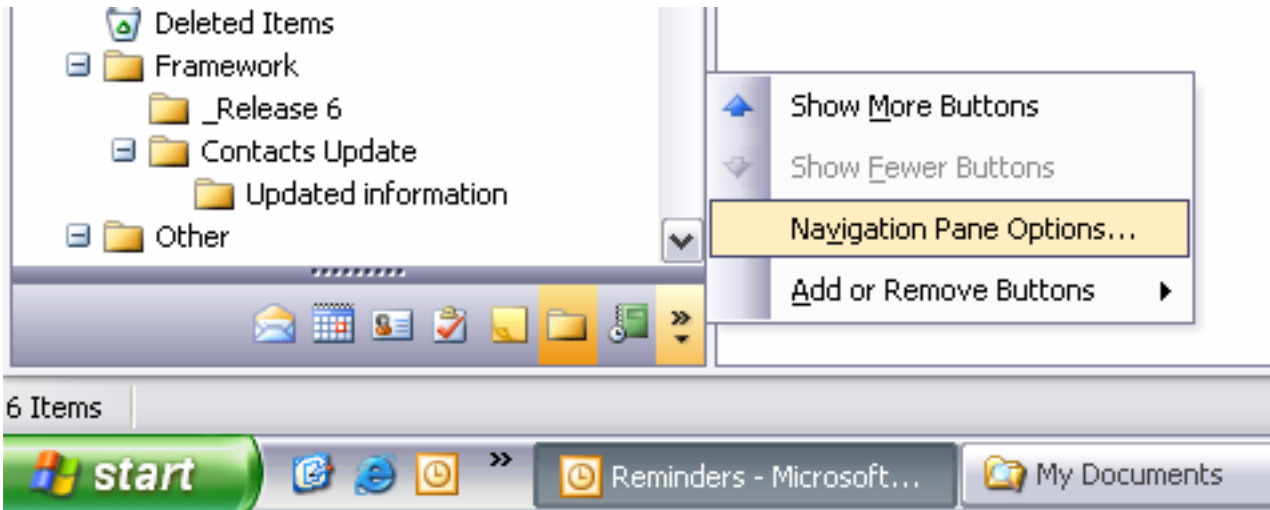
## Minimizing Navigation Pane Buttons

To minimize the size of the Navigation Pane buttons and reclaim screen space for your list of mail folders, put your cursor over the dotted area in the middle of the dark gray bar separating the buttons from the folder list. Your cursor should become a double-headed arrow. Click and hold, then drag down. The buttons will 'squish' down into a line of icons in the bottom gray bar.

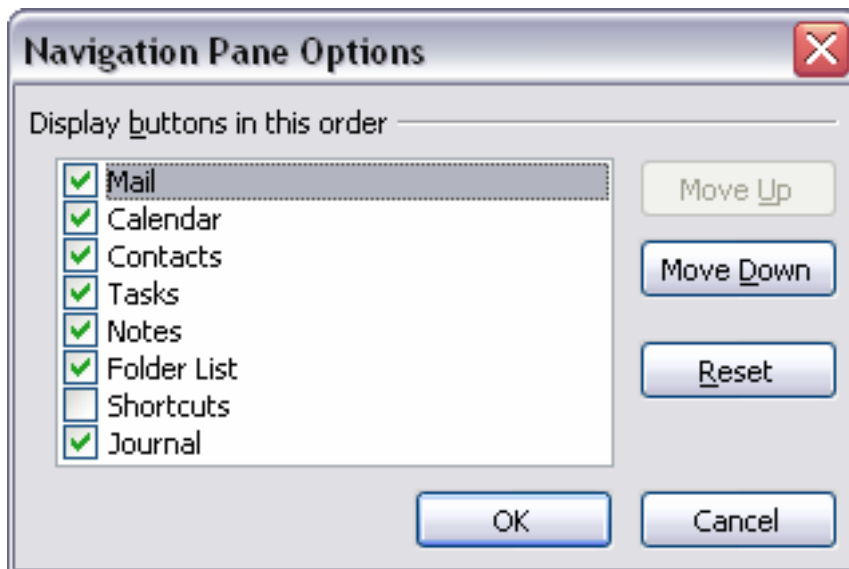


## Displaying Navigation Pane Buttons

To remove, or display, buttons go to **Configure Buttons > Navigation Pane Options...** at the bottom of the Navigation Pane.



Check the boxes for the items you would like displayed in the Navigation Pane. You can rearrange the order using the Move Up and Move Down buttons. Click **OK** when finished.



## Reading Pane

To change the location of the Reading Pane from Right to Bottom, or to turn it Off completely, go to **View > Reading Pane**.

