

Lesson 2 Understanding the Message Window

Understanding the Message window

The Message window, like the program window, features the Ribbon in place of menus and toolbars. As each tab is explained to you below you will become familiar with the page.

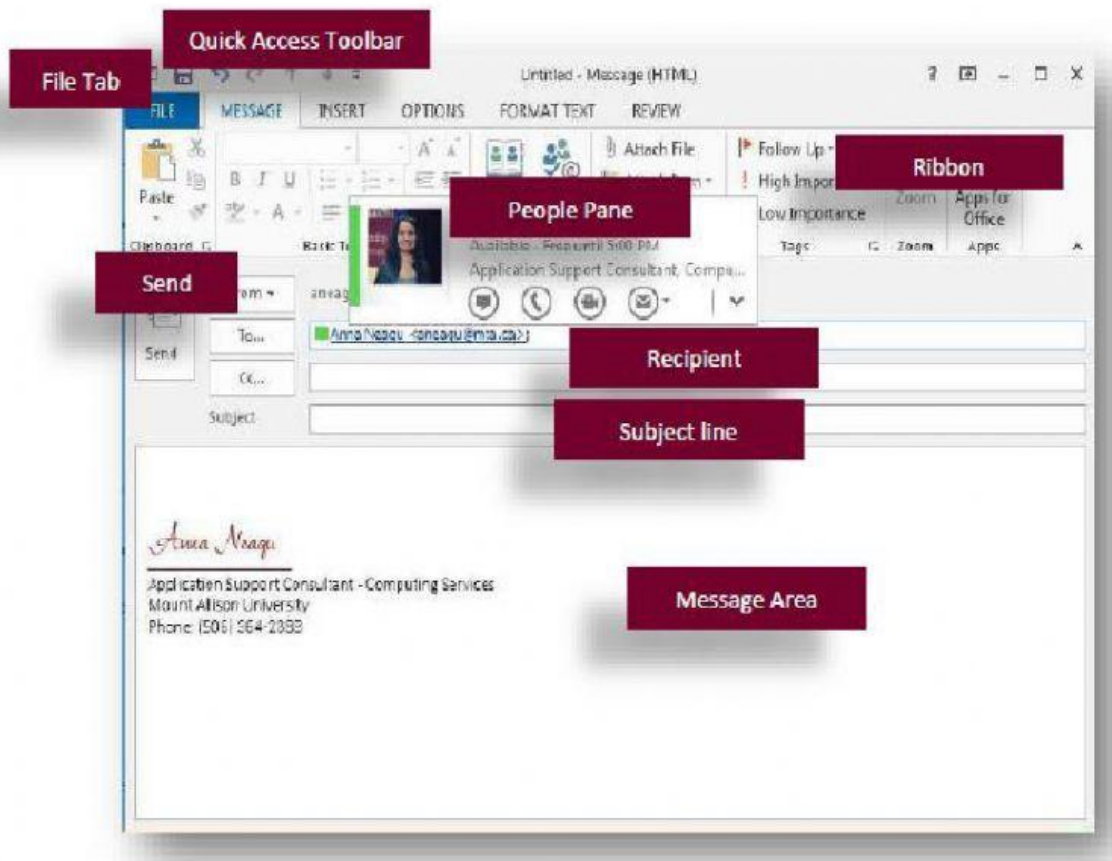


Table 1

- ❑ **Quick Access Toolbar:** Contains common commands such as Send/Receive and Undo. You can add and remove commands as desired.
- ❑ **Ribbon:** The tabs on the Ribbon replace the menus and toolbars found in previous versions of Outlook.
- ❑ **Recipient:** Enter the email addresses of recipients in the To field. Use the CC field to send a copy of the message to recipients who are not directly involved, but might be interested in the message.
- ❑ **Subject line:** Enter a title here so that recipients quickly know the reason for your email.
- ❑ **Message Area:** Type your email message here as you would using a word processor.
- ❑ **People Pane:** Displays information about the person associated with the message.
- ❑ **Send button:** Once you've finished composing your message, click the Send button to send it.
- ❑ **File Tab:** Click here to access common commands (Open, Print, Save) as well as more advanced ones (Automatic Replies, Mailbox Cleanup, Rules and Alerts).

Again as in Lesson 1 it is important to know what each tab is and what function can be carried out from it.

Ribbon

The Ribbon replaces the menus and toolbars found in previous versions of Outlook. The Ribbon

keeps commands visible while you work instead of hiding them under menu and toolbars.

The Ribbon is made up of three basic components.

Tabs Commands are organized into tabs on the Ribbon. Tabs on the Ribbon for a description of different types of tabs.

Groups The commands found on each tab are organized into groups of related commands.

Buttons To issue a command, click its button on the Ribbon.

File Tab

With the File tab you can access common commands (Open Print Save) as well as more advanced ones (CleanupTools, Accounts Settings,Manage Rules and Alerts).

Quick Access Toolbar

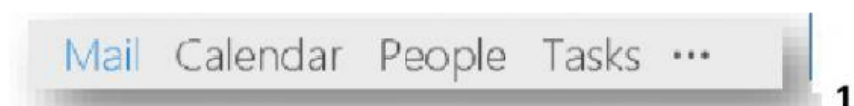
The Quick Access Toolbar appears above the File tab and provides easy access to the commands you use most frequently. The Send/Receive and Undo buttons appear on the toolbar by default, however, you can customize this toolbar to meet your needs by adding or removing buttons.

Using Navigation Panes

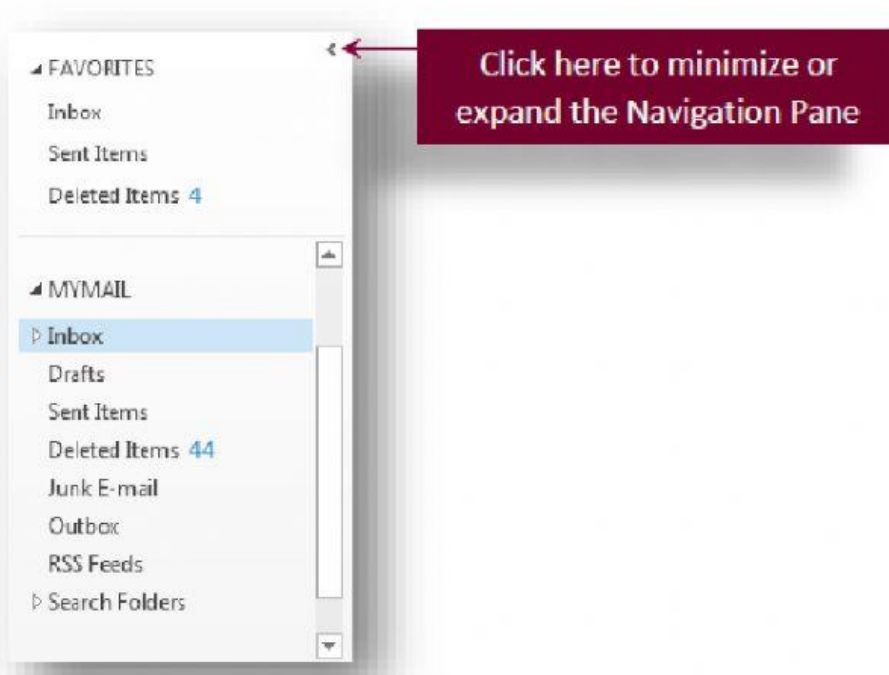
Outlook is made up of several panes, each with its own set of tools and folders. You can switch between these panes using the Navigation Panes.

- Switch between panes

The Main pane appears by defaults whenever start Outlook. To switch to another pane, such as Calendar or Contacts, use the buttons in the Navigation Panes **1**



To *minimize* or expand the **Navigation Pane**, *click* the **Minimize/Expand the Navigation Pane** button in the *upper-right* corner of the **Navigation Pane**, *click* the **VIEW** tab on the **Ribbon**, *click* the **Navigation Pane** button in the **Layout group**, and select an *option* from the list.**2**

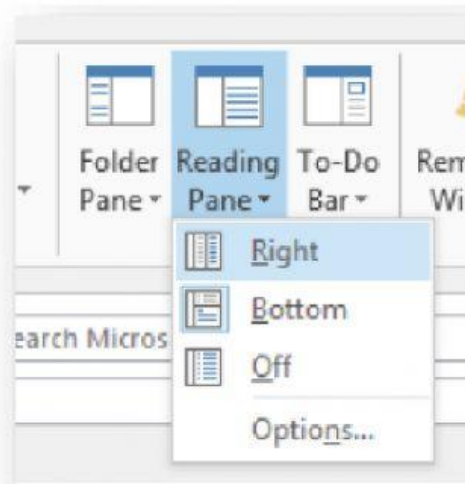


2

Using the Reading Pane

You can *preview a message* without having to open it using the **Reading Pane**. By default, the **Reading Pane** appears to the *right* of the **Inbox**, but you can move the **Reading Pane** to another position in the window. **3**

Click the **VIEW** tab on the **Ribbon**, click the **Reading Pane** button in the **Layout** group and select the position you want to use.

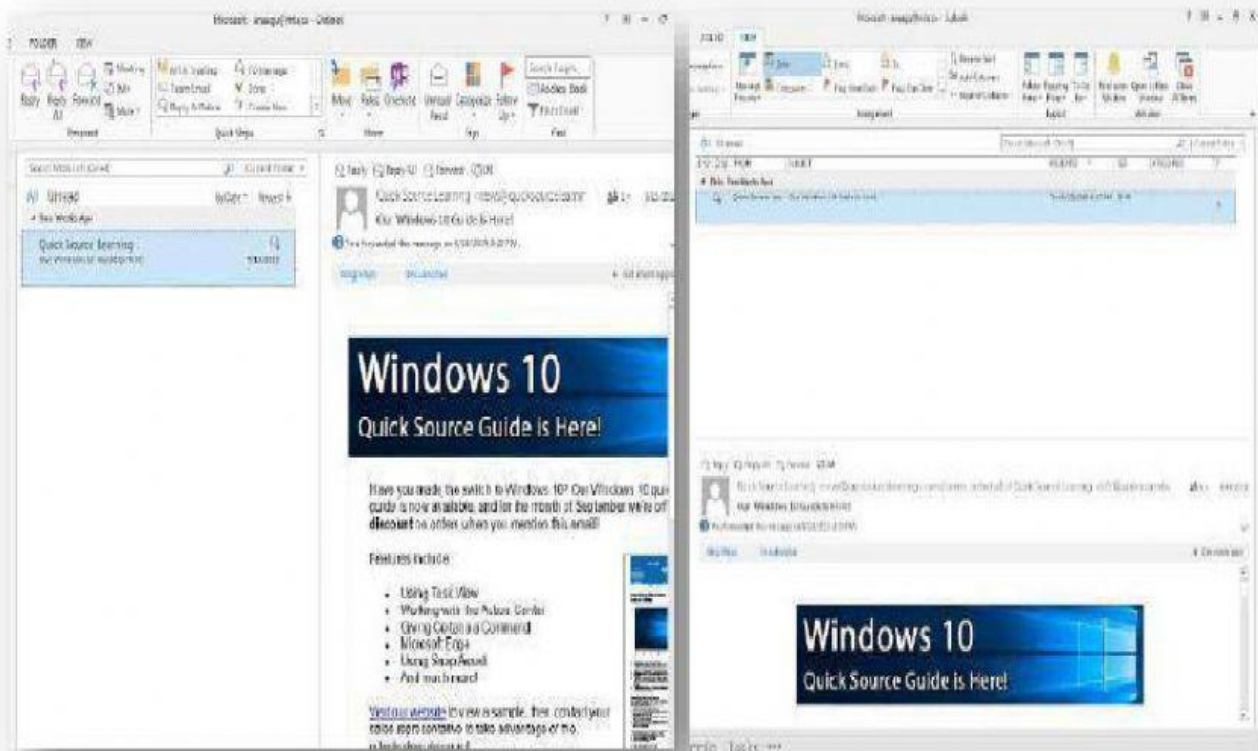


3

Typically, the **Mail folder** is the only folder which the **Reading Pane** is used extensively.

You can view messages safely in the **Reading Pane** – potentially *malicious scripts or attachments are not activated or opened automatically.* 4

4



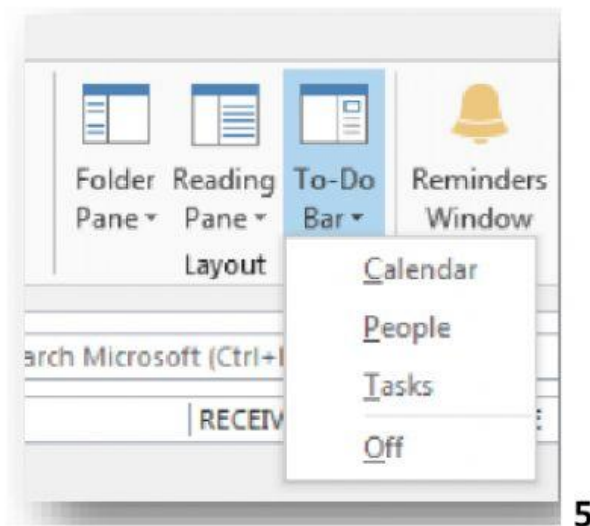
Using the To –Do Bar

Outlook 2013 has a feature called the **To Do Bar** ⁵ that pulls together all the things you need to do and displays them in a single part of the **Outlook** screen. The goal of the **To Do bar** is to let you know what you need to do at a glance rather than making you check your **calendar** then check your **e-mail inbox** and then check your **Task list**.

The items you'll see most often in the **To Do bar** include:

1. Your next few appointments/ meetings.
2. Tasks you've entered.
3. E-Mail message you've flagged for action.

Click the **VIEW** tab on the **Ribbon**, click the *To Do Bar* button in the **Layout** group, and click the item you want to **show/hide**.



To turn off **To Do Bar**, click the **VIEW** tab on the **Ribbon**, click the **To Do Bar** button in the **Layout** group and select **OFF** from the list

Questions

1. How do you use the navigation Pane?
2. How do you use the Navigation pane?
3. What is the To Do Bar used for?
4. What is the Reading pane?