

What is Outlook Today?

Outlook Today provides a snapshot of appointments, tasks, and messages. It can be used as a "home" page for Outlook. Customized settings are available.


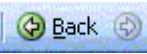



Advanced Toolbar

Display the advanced toolbar to make it easier to work with Outlook Today.

1. Click **View > Toolbars > Advanced**.



2. The advanced toolbar allows navigation similar to a Web browser.

- Click  to go to **Outlook Today**.
- Click  to move **back** or **forward**.
- Click  to **move up one folder**.
- Click  to open the **reading pane**.
- Click  to open **Rules and Alerts**.

3. The icons change between Mail, Calendar, Contacts, and Tasks.

Outlook Today

1. Click the **Outlook Today icon** on the *advanced* toolbar.
2. Click any item under **Calendar**, **Tasks**, or **Messages**. The item displays.

Customizing Outlook Today

1. Click the **Outlook Today icon**, if needed.
2. Click the **Customized Outlook Today** link.
3. Make desired **changes**.

4. Click **Save**.