

**Using the Outlook Today view to show calendar and most used folders  
On startup.**

The screenshot shows the Outlook Today interface for a mailbox named 'Marc Fletcher'. The left sidebar displays a 'Folder List' with various folders like 'Calendar (239)', 'Deleted Items', 'Inbox', etc. The main area is titled 'Mailbox - Marc Fletcher - Outlook Today' and shows the date 'Wednesday, September 20, 2006'. It features three sections: 'calendar' with events for today, thursday, and saturday; 'messages' with a list of folders and their counts; and 'tasks' with a task to 'Install Pitney-Bowes-Fonts-11/12-main-office (8/25/2006)'. A red arrow points from the 'Mailbox - Marc Fletcher' folder in the sidebar to the main view. Another red arrow points from the 'Customize Outlook Today ...' link in the top right to a text box below.

**Folder List**

All Folders

- Mailbox - Marc Fletcher
  - Calendar (239)
  - Contacts
  - Deleted Items (5)
  - Drafts
  - Inbox
  - Journal
  - Junk E-mail
  - Notes
  - Outbox
  - Sent Items
  - stuff
  - Tasks
- Search Folders
  - For Follow Up
  - Large Mail
  - Unread Mail
- Mailbox - Tim Daly
  - Tech Calendar
- Public Folders

Folder Sizes  
Data File Management...

**Folder List**

**Calendar**

**Contacts**

**Tasks**

**Mailbox - Marc Fletcher - Outlook Today**

Wednesday, September 20, 2006

Customize Outlook Today ...

**calendar**

**today**

Multi-day event Alisande @ Promptcare (Clark, NJ)

3:00 PM - 3:30 PM SREA Proposal Meeting (M-3)

**thursday**

2:00 PM - 3:00 PM Outlook workshop (d-2)

**saturday**

All day event Lucille Brennan's Birthday

**messages**

Inbox	0
Help Desk	4
Marc Fletcher	0
Tech Calendar	0

**tasks**

Install Pitney-Bowes-Fonts-11/12-main-office (8/25/2006)

Select your mailbox to see the Outlook today view.

Then click on Customize Outlook Today.

**Folder List**

All Folders

- Mailbox - Marc Fletcher
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  - Deleted Items (5)
  - Drafts
  - Inbox
  - Journal
  - Junk E-mail
  - Notes
  - Outbox
  - Sent Items
  - stuff
  - Tasks
- Search Folders
  - For Follow Up**
  - Large Mail
  - Unread Mail
- Mailbox - Tim Daly
  - Tech Calendar
- Public Folders
  - Favorites
  - All Public Folders
  - Business Office

**Mailbox - Marc Fletcher - Outlook Today Options**

**Customize Outlook Today** Save Changes Cancel

**Startup**  When starting, go directly to Outlook Today

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**Messages** Show me these folders: [Choose Folders...](#)

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**Calendar** Show this number of days in my calendar

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**Tasks** In my task list, show me:  All tasks  Today's tasks  
 Include tasks with no due date

Sort my task list by:  then by:   
 Ascending  Ascending  
 Descending  Descending

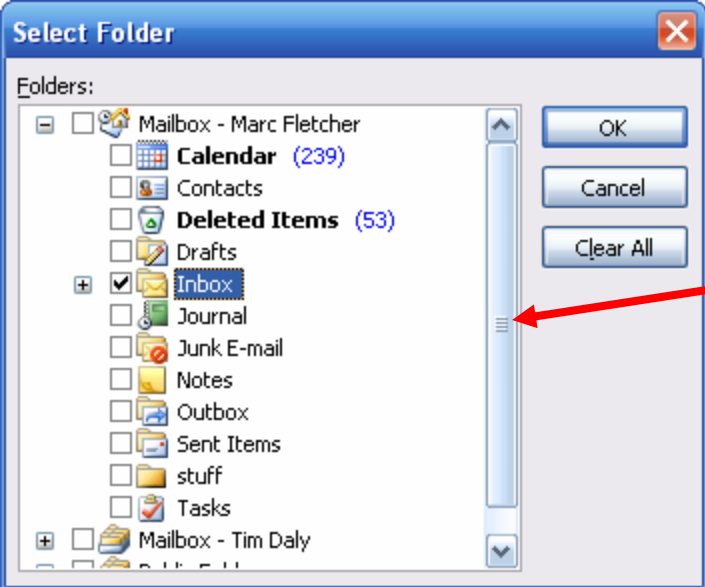
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**Styles** Show Outlook Today in this style:

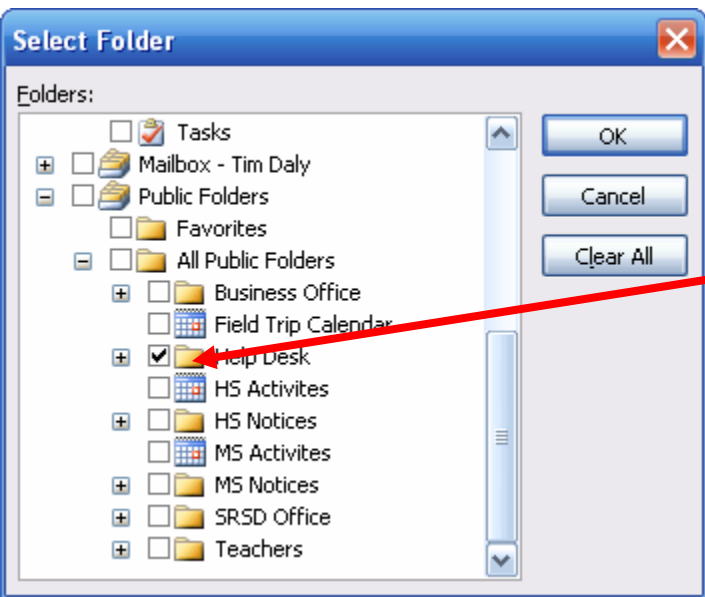
To setup which folders you want to see click Choose Folders.

**Folder List**

- Calendar
- Contacts
- Tasks



A new dialog box will open showing your folder list. Use the bar to scroll down.



To open the public folders click the plus sign Beside public and all public folders. To add a Folder place a check mark next to it.

Placing a check next to a folder only selects That folder not it's subfolders. Be sure to open And place checks next to any folders you wish To view. When done click the OK button.

**Folder List**

All Folders

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  - Junk E-mail
  - Notes
  - Outbox
  - Sent Items
  - stuff
  - Tasks
- Search Folders
  - For Follow Up**
  - Large Mail
  - Unread Mail
- Mailbox - Tim Daly
  - Tech Calendar
- Public Folders
  - Favorites
  - All Public Folders
  - Business Office

Folder List  
Calendar  
Contacts  
Tasks

**Mailbox - Marc Fletcher - Outlook Today Options**

**Customize Outlook Today** Save Changes Cancel

**Startup**  When starting, go directly to Outlook Today

**Messages** Show me these folders: Choose Folders...

**Calendar** Show this number of days in my calendar 5

**Tasks** In my task list, show me:
 

- All tasks
- Today's tasks
- Include tasks with no due date

 Sort my task list by: Due Date then by: (none)
 

- Ascending
- Descending
- Ascending
- Descending

**Styles** Show Outlook Today in this style: Summer

Also be sure to check the box to go directly to Outlook Today.  
And finally click Save Changes.

**Folder List**

All Folders

- Mailbox - Marc Fletcher
  - Calendar (239)
  - Contacts
  - Deleted Items (5)
  - Drafts
  - Inbox
  - Journal
  - Junk E-mail
  - Notes
  - Outbox
  - Sent Items
  - stuff
  - Tasks
- Search Folders
  - For Follow Up
  - Large Mail

**Mailbox - Marc Fletcher - Outlook Today**

Wednesday, September 20, 2006 Customize Outlook Today ...

**calendar**

**today**

Multi-day event Alisande @ Promptcare (Clark, NJ)

▶ 3:00 PM - 3:30 PM SREA Proposal Meeting (M-3)

**thursday**

2:00 PM - 3:00 PM Outlook workshop (d-2)

**saturday**

All day event Lucille Brennan's Birthday

**messages**

Inbox	0
Help Desk	1
Marc Fletcher	0
Tech Calendar	0

**tasks**

Install Pitney Bowes Fonts 11/12 main office (8/25/2006)

Now your Outlook Client will open in this view. Your Messages show any new and Can be accessed with a click. You also have five days of calendar items and any Tasks you have created for yourself.

Business Office

**Folder List**

- Calendar
- Contacts
- Tasks

Calendar view showing a large empty area.