

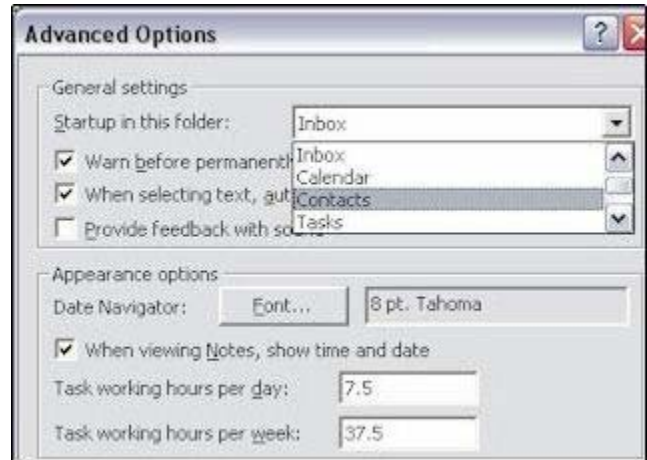
Outlook Tip: Designate an Area in Outlook to Automatically Open on Entry

By default, the Outlook Inbox automatically displays when you open the application. If you want another area of Outlook to automatically open instead, perhaps your Contacts, then follow the steps below.

Steps:

1. From within Outlook, click Tools, Options, then the Other tab
2. Under the "General" area, click the Advanced Options button
3. Click the down arrow to the right of "Startup in this folder"
4. Select the area of Outlook that you want to display on entry into the application
5. Click OK

To "test" the feature, click File, Exit and Log Off, then open Outlook.



Within the Advanced Options box, click the down arrow to the right of "Startup in this folder:" and then select the area of outlook that you want to display on entry