



## ELEMENTS

Outlook 2000 is a personal information manager that helps you manage your e-mail, calendar, tasks, contacts, and notes. It is part of the Microsoft Office 2000 suite of applications. Outlook 2000 is designed to help you stay organized and productive by providing a central location for all your personal information. The main window is divided into several panes: the left pane shows the folder list, the top pane shows the current folder's contents, and the bottom pane shows the details of the selected item. Outlook 2000 also includes a taskbar at the bottom of the window, which allows you to quickly access frequently used features.

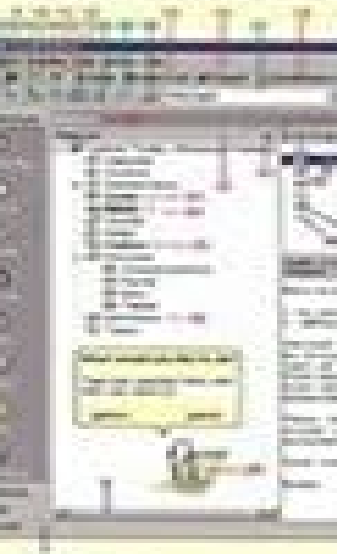
## STANDARD TOOLBAR

The Standard toolbar is located at the top of the Outlook 2000 window. It contains several icons that allow you to perform common tasks, such as opening a folder, creating a new item, and deleting an item. The icons are arranged in a horizontal row and are easy to identify. The Standard toolbar is a key component of the Outlook 2000 interface, as it provides quick access to the most frequently used functions.

The Standard toolbar includes icons for the following functions: Open, New, Delete, Print, Forward, Reply, Reply All, Stop, and Help. Each icon is accompanied by a tooltip that displays the name of the function. The Standard toolbar is a key component of the Outlook 2000 interface, as it provides quick access to the most frequently used functions. The Standard toolbar is a key component of the Outlook 2000 interface, as it provides quick access to the most frequently used functions.

## ADVANCED TOOLBAR

The Advanced toolbar is located below the Standard toolbar. It contains several icons that allow you to perform more advanced tasks, such as moving items between folders, creating a new folder, and deleting a folder. The icons are arranged in a horizontal row and are easy to identify. The Advanced toolbar is a key component of the Outlook 2000 interface, as it provides quick access to the most frequently used advanced functions.

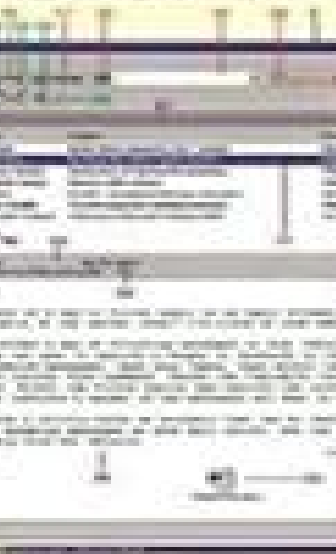


The Advanced toolbar includes icons for the following functions: Move, Copy, Paste, New Folder, Delete Folder, and Refresh. Each icon is accompanied by a tooltip that displays the name of the function. The Advanced toolbar is a key component of the Outlook 2000 interface, as it provides quick access to the most frequently used advanced functions. The Advanced toolbar is a key component of the Outlook 2000 interface, as it provides quick access to the most frequently used advanced functions.

## OUTLOOK FEATURES

Outlook 2000 offers a wide range of features designed to help you manage your personal information. These features include:
 

- Folder Hierarchy:** A hierarchical structure of folders for organizing your e-mail, calendar, tasks, contacts, and notes.
- Search:** A powerful search engine that allows you to find items quickly and easily.
- Customization:** The ability to customize the Outlook 2000 interface to suit your needs.
- Integration:** Seamless integration with other Office 2000 applications, such as Word and Excel.
- Security:** Advanced security features to protect your personal information.



Outlook 2000 also includes several other features, such as:
 

- Outlook Express:** A separate application for managing your e-mail and Internet Explorer.
- Outlook Web Access:** A web-based interface for accessing your Outlook 2000 data from a web browser.
- Outlook Mobile:** A mobile application for accessing your Outlook 2000 data from a mobile device.

## MAIL FEATURES

Outlook 2000 provides a comprehensive set of features for managing your e-mail. These features include:
 

- Mailbox:** A central location for all your e-mail, including incoming and outgoing messages.
- Mail Rules:** A set of rules that automatically perform actions on incoming e-mail, such as moving it to a specific folder or deleting it.
- Mail Alerts:** Alerts that notify you when new e-mail arrives in your mailbox.
- Mail Forwarding:** The ability to forward e-mail to another e-mail address.
- Mail Delegation:** The ability to delegate your e-mail to another person.

Outlook 2000 also includes several other features for managing your e-mail, such as:
 

- Outlook Express:** A separate application for managing your e-mail and Internet Explorer.
- Outlook Web Access:** A web-based interface for accessing your Outlook 2000 data from a web browser.
- Outlook Mobile:** A mobile application for accessing your Outlook 2000 data from a mobile device.

## CONTACTS TOOLBAR

The Contacts toolbar is located at the bottom of the Outlook 2000 window. It contains several icons that allow you to perform common tasks, such as opening a contact, creating a new contact, and deleting a contact. The icons are arranged in a horizontal row and are easy to identify. The Contacts toolbar is a key component of the Outlook 2000 interface, as it provides quick access to the most frequently used contact functions.

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