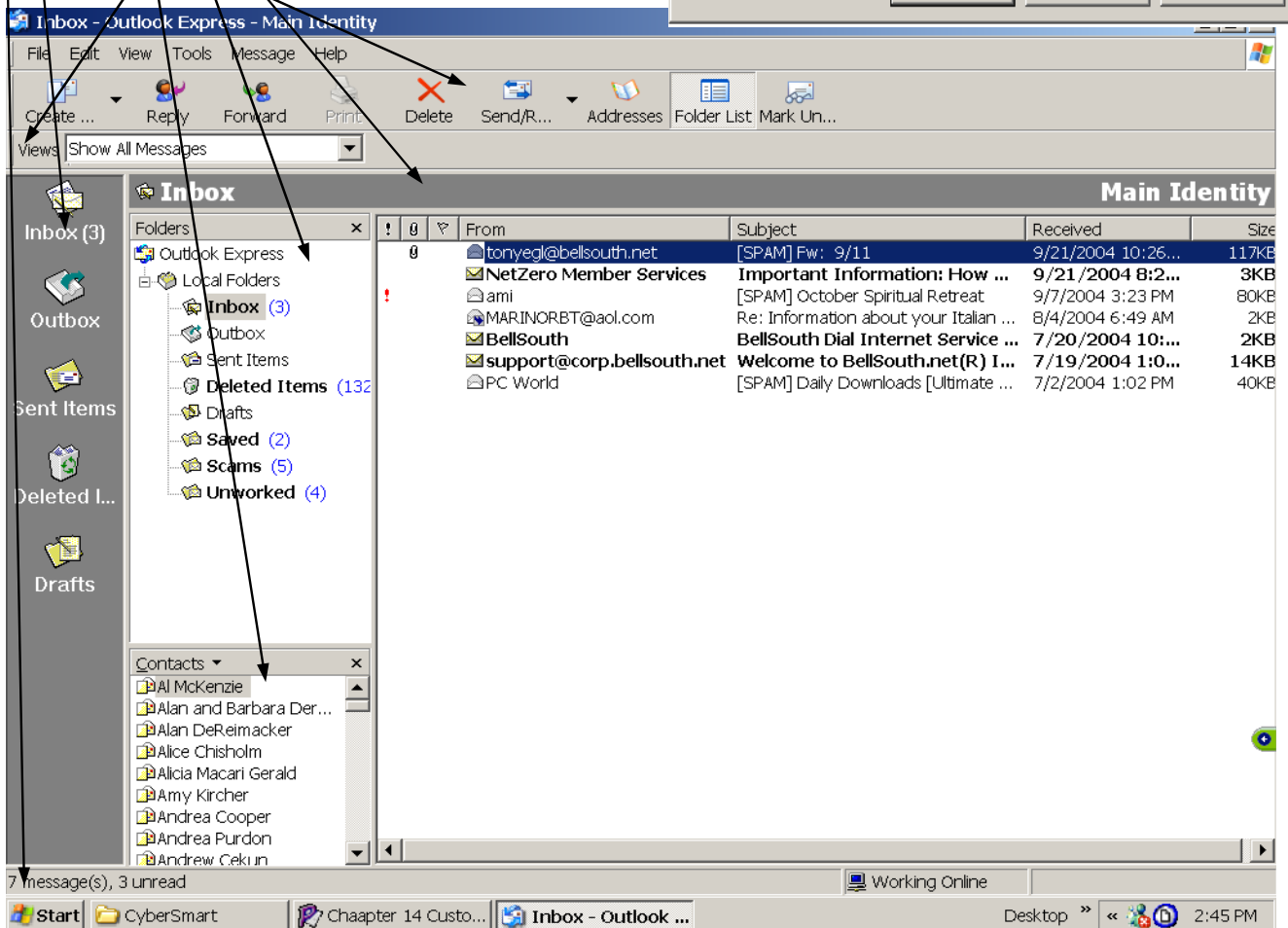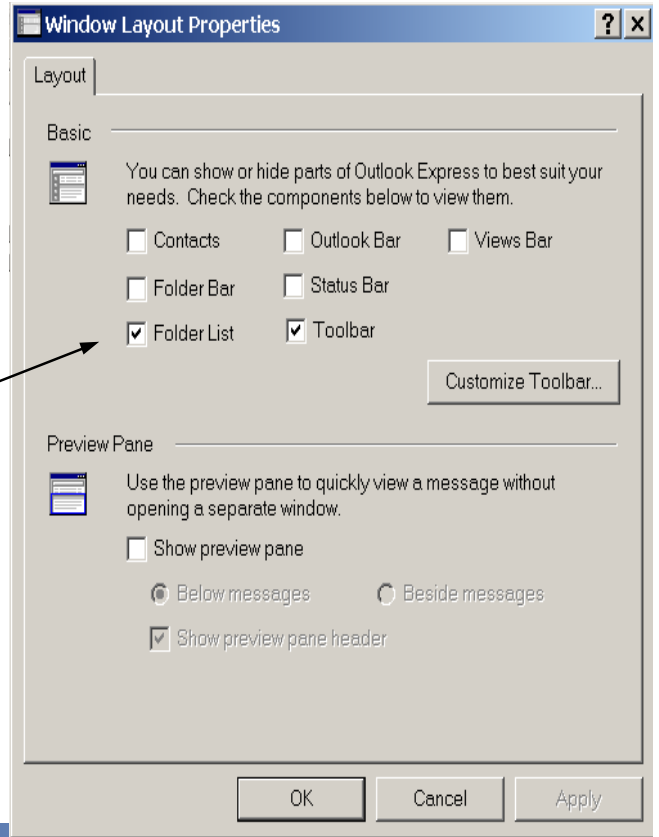# Chapter 14 - Customizing Outlook Express

Shown below is a complete "Layout" picture of Outlook Express. If all of the views were checked and displayed it would appear as such. However, everyone of these views have a special purpose and for all to be displayed is unnecessary. It just becomes clutter. To determine what is best for your is to try each feature one or two at a time.

My preference as to what I feel is practical or necessary is that "Folder List" and "Tool Bar" are the only two to be checked.
To access the "Layout" settings click on "View" on the menu bar, then on "Layout" that displays the Layout Menu as pictured.
Contacts
Folder Bar
Folder List
Outlook Bar
Status Bar
Tool Bar
Views Bar

Window Layout Properties

Layout

Basic

You can show or hide parts of Outlook Express to best suit your needs. Check the components below to view them.

☐ Contacts ☐ Outlook Bar ☐ Views Bar

☐ Folder Bar ☐ Status Bar

☑ Folder List ☑ Toolbar

Customize Toolbar...

Preview Pane

Use the preview pane to quickly view a message without opening a separate window.

☐ Show preview pane

◉ Below messages ○ Beside messages

☑ Show preview pane header

OK   Cancel   Apply

Inbox - Outlook Express - Main Identity

File Edit View Tools Message Help

Create ...   Reply   Forward   Print   Delete   Send/R...   Addresses   Folder List   Mark Un...

Views Show All Messages

Inbox   Main Identity

Folders
Outlook Express
Local Folders
  Inbox (3)
  Outbox
  Sent Items
  Deleted Items (132
  Drafts
  Saved (2)
  Scams (5)
  Unworked (4)

Inbox (3)

Outbox

Sent Items

Deleted I...

Drafts

!	0	▽	From	Subject	Received	Size
	0		tonyegl@bellsouth.net	[SPAM] Fw: 9/11	9/21/2004 10:26...	117KB
			NetZero Member Services	Important Information: How ...	9/21/2004 8:2...	3KB
!			ami	[SPAM] October Spiritual Retreat	9/7/2004 3:23 PM	80KB
			MARINORBT@aol.com	Re: Information about your Italian ...	8/4/2004 6:49 AM	2KB
			BellSouth	BellSouth Dial Internet Service ...	7/20/2004 10:...	2KB
			support@corp.bellsouth.net	Welcome to BellSouth.net(R) I...	7/19/2004 1:0...	14KB
			PC World	[SPAM] Daily Downloads [Ultimate ...	7/2/2004 1:02 PM	40KB

Contacts ▼
Al McKenzie
Alan and Barbara Der...
Alan DeReimacker
Alice Chisholm
Alicia Macari Gerald
Amy Kircher
Andrea Cooper
Andrea Purdon
Andrew Cekun

7 message(s), 3 unread   Working Online

Start   CyberSmart   Chaapter 14 Custo...   Inbox - Outlook ...   Desktop » «   2:45 PM
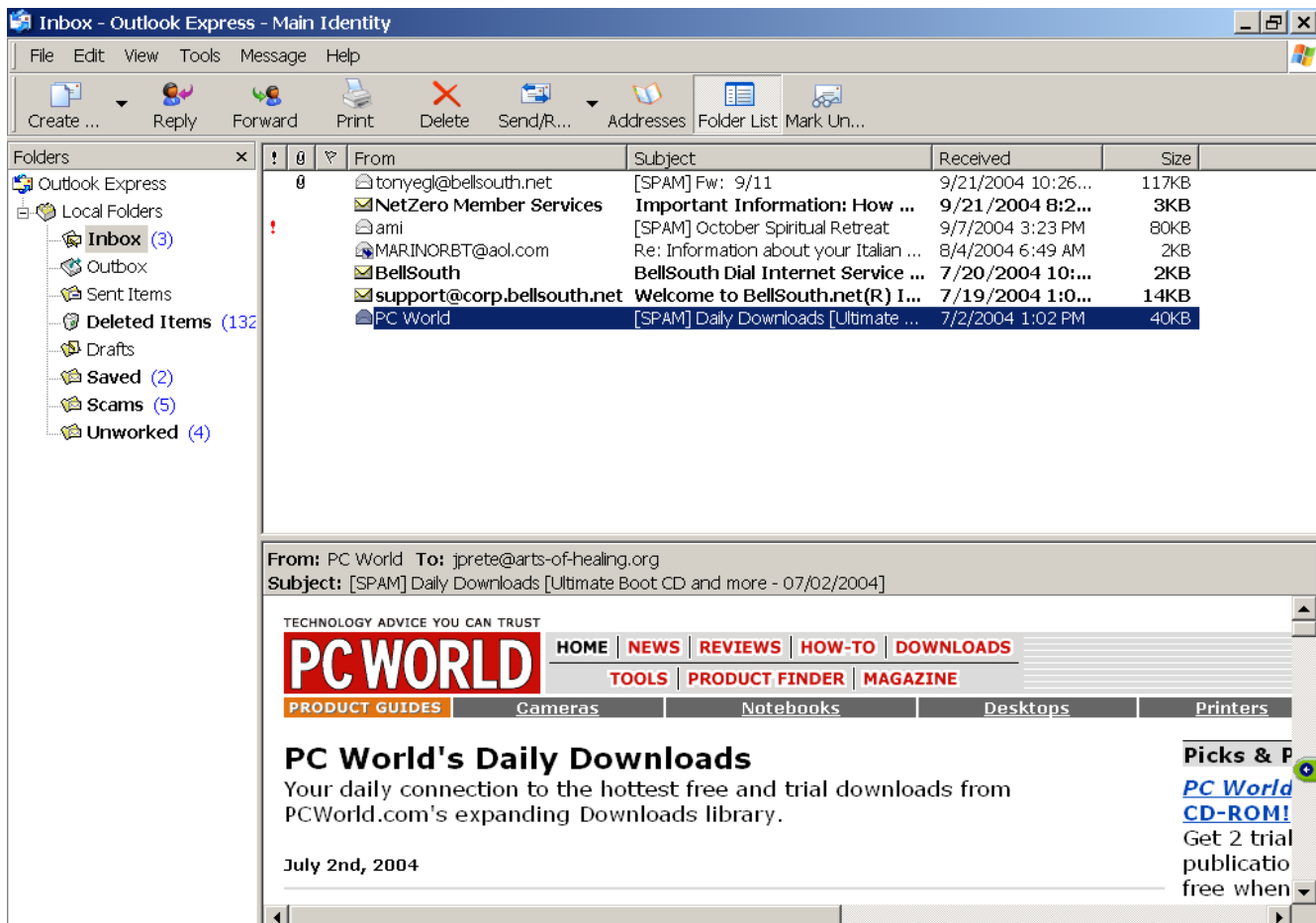
1

The Preview Screen

In the Window Layout Properties menu (Pictured) the bottom half is the settings adjustment that allows you to add and place the preview window as shown below. The preview window allows you to see the message in a limited and smaller panel when the message is highlighted. A single click highlights the message and a double click opens the mess fully in its own window layered on top of the "inbox" window. If this is your preference then check the box and the position. If you have a large number of messages downloaded at a time then this might be in your way. If you have just two, three, or four messages at a time this might work for you.

The next item for customizing is your icon bar or Tool Bar. This is most important tool that you will use most because it is the most direct shortcut to the commands you will use on a regular basis. Exactly what each icon represents and labeled will take a little time to become used to. I recommend that you choose the icons from the recommended list to start and at a later date review them to see if some of the others would fit your situation. Also you can determine the ones already displayed that you do not or seldom use.

The picture on the next page displays the icon bar settings window. On the left is a list of icon command settings. The window on the right is the icons that will show on the icon bar. It is obvious that you can not display all of them because there are 33. It is most practical to display and use 8 to 12. Anymore is cluttered and confusing.

Button	Recommendation
Separator	Recommend
Cancel	Recommend
Decode	Not needed
Contacts	No, This is your address book
Copy To	Not needed
Encoding	Not needed
Find	Not needed
Headers	Not needed
Inbox	Not needed, if folders displayed
Outbox	Not needed, if folders displayed
Sent Items	Not needed, if folders displayed
Help	Not needed. Already on menu bar
IMAP Folders	Not needed
Mark All	Not needed
Mark Offline	Not needed
Mark Read	Not Needed
Mark Conversation	Not needed
Move To	Not needed
New Post	Not needed
Newsgroups	Not needed
Next Unread	Not needed
Next Folder	Not needed
Next Conversation	Not needed
Preview	Not needed
Purge	Not needed
Refresh	Not needed
Reply All	Not needed
Reply Group	Not needed

Button	Recommendation
Save As	Not needed
Stop	Not needed
Sync All	Not needed
Undelete	Not needed
Unscramble	Not needed
Offline	Not needed
Create Mail	Recommended
Reply	Recommended
Forward	Recommended
Print	Recommended
Delete	Recommended
Send/Recv	Recommended
Addresses	Recommended
Delete	Recommended
Send/Recv	Recommended
Addresses	Recommended
Folder List	Recommended
Mark Unread	Recommended

Inbox – Outlook Express – Main Identity

Window Layout Properties

Layout

Basic

You can show or hide parts of Outlook Express to best suit your needs. Check the components below to view them.

- [ ] Contacts
- [ ] Outlook Bar
- [ ] Views Bar
- [ ] Folder Bar
- [ ] Status Bar
- [x] Folder List
- [x] Toolbar

Customize Toolbar...

Preview Pane

Use the preview pane to quickly opening a separate window.

- [ ] Show preview pane
  - (•) Below messages
  - [x] Show preview pane head

OK

Customize Toolbar

Available toolbar buttons:

- Separator
- Cancel
- Decode
- Contacts
- Copy To
- Encoding
- Find

Add ->

<- Remove

Current toolbar buttons:

- Delete
- Send/Recv
- Addresses
- Folder List
- Mark Unread
- Separator

Close
Reset
Move Up
Move Down

Text Options: Show text labels
Icon Options: Large Icons

PRODUCT

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