

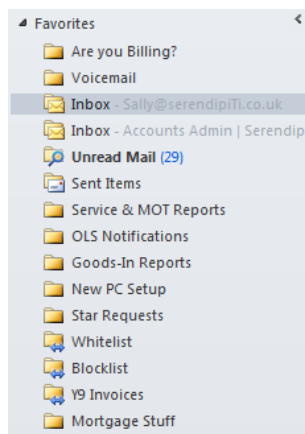
Outlook Favorites

Outlook 2010 allows users to add favourites to their Navigation Bar. In the case of Public Folder contents, users may wish to follow these instructions in order to gain quick access to the shared Public folders.

Adding Mail Folders To Favorites

First, click  on the navigaton bar.

Your existing mail favorites will be displayed at the TOP of the Navigation Bar:



To add a mail folder to your FAVOURITES list:-

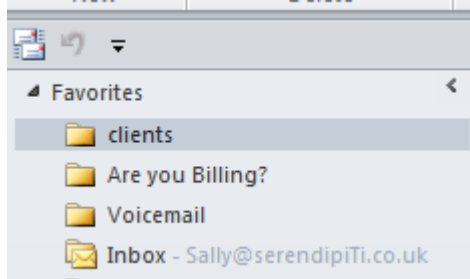
Right click the desired folder beneath your personal mailbox:-



From the popup, choose "SHOW IN FAVOURITES"

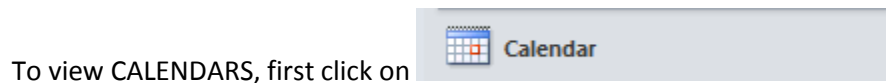
This folder will appear at the bottom of your favorites list.

Drag the folder to a new position on the Favorites Bar to reposition:-



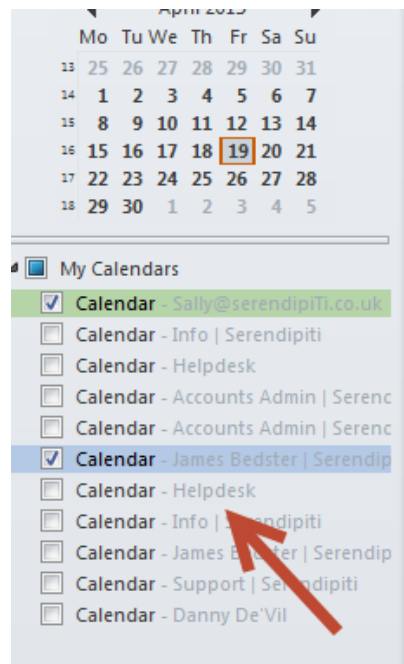
ADDING OTHER CALENDAR TO FAVORITES

Calendar Favorites appear differently to mail favorites:-



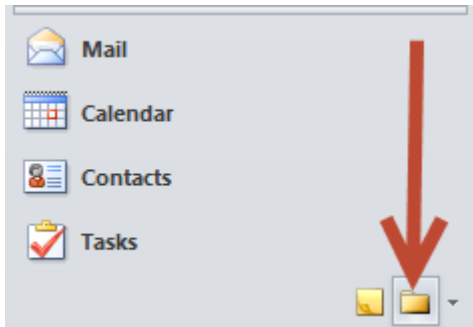
To view CALENDARS, first click on

The existing Favorites appear in the centre of the navigation bar:-



To add another Calendar to your FAVOURITES list:-

Click the FOLDER LIST button at the bottom of the Navigation bar:

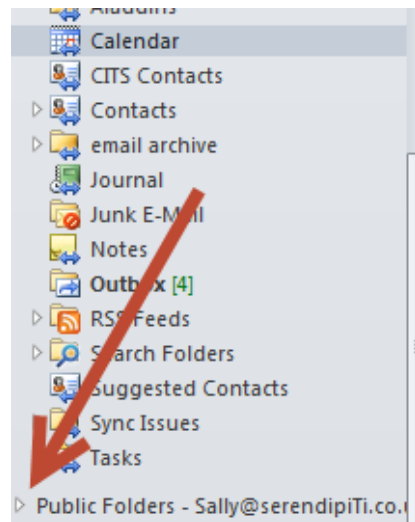


You will now see a full list of all mail folders in the Navigation bar within your mailbox, as well as other mailbox folders you have access to - including PUBLIC folders.

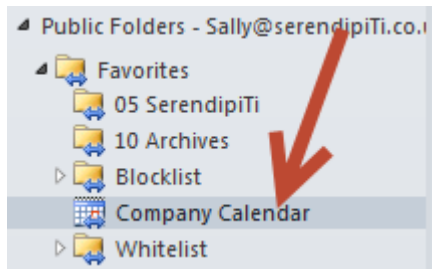
Let's say you want to add a PUBLIC FOLDER calendar to your calendar-favourites.

To do this, scroll down the list of mail folders until you reach "PUBLIC FOLDERS"

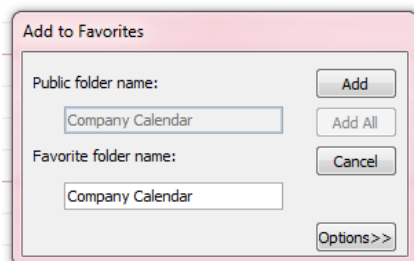
Click the WHITE ARROW next to PUBLIC FOLDERS to expand :




Locate the calendar item you want to add :

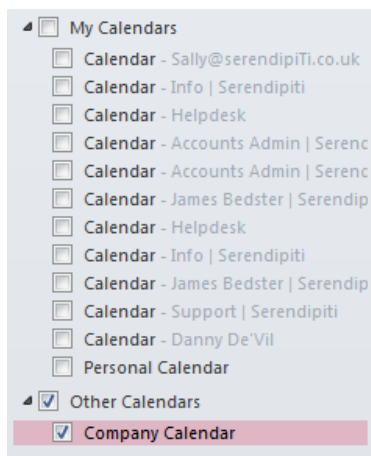


Right click on the Calendar name and select ADD TO FAVOURITES. You will be prompted with the following "ADD to FAVOURITES" box:



Click **ADD**

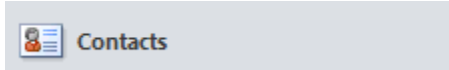
Click  **Calendar** to reveal the new favourite:-



TIP: Toggle this calendar on and off by using its tick box.

TIP: Add other calendars by repeating the steps above.

CREATING CONTACT FAVOURITES



You can add contacts favourites in the same way as adding CALENDAR favourites. Following the instructions shown in Calendars above to add other Contact Lists to to your Contacts folder.