The Look of Outlook 2010

Outlook 2010 Overview
Your Outlook window can display as much or as little information as you want. You can customize what appears in the window through the View tab.
The **Navigation Pane** is the column on the left side of the Outlook window that includes your email folders and those icons that let you access your Calendar and Contacts.

You can minimize or not show the Navigation Pane by clicking on the Navigation Pane icon, located in the Layout section of the View tab.
The **To-Do Bar** is the column on the right side of the Outlook window that displays a mini-calendar, upcoming appointments, and your task list.

You can minimize or not show the **To-Do Bar** by clicking on the **To-Do Bar** icon, located in the **Layout** section of the **View** tab.
The **Reading Pane** is the section of the Outlook window that allows you to preview an email without opening it.

You can have the **Reading Pane** displayed below your email messages, to the right of your email messages or not at all by clicking on the **Reading Pane** icon, located in the **Layout** section of the **View** tab.
The People Pane is the section of the Outlook window that appears below the Reading Pane that provides you with detailed information about an email sender.

You can minimize or not show the People Pane by clicking on the People Pane icon, located in the People Pane section of the View tab. Please note that if the Reading Pane is disabled, you will not be able to see the People Pane.