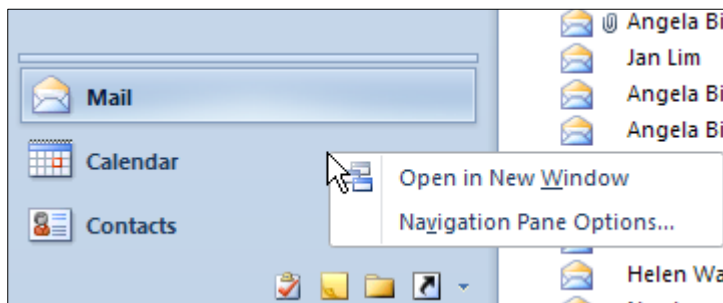


Opening the Outlook Calendar in a New Window

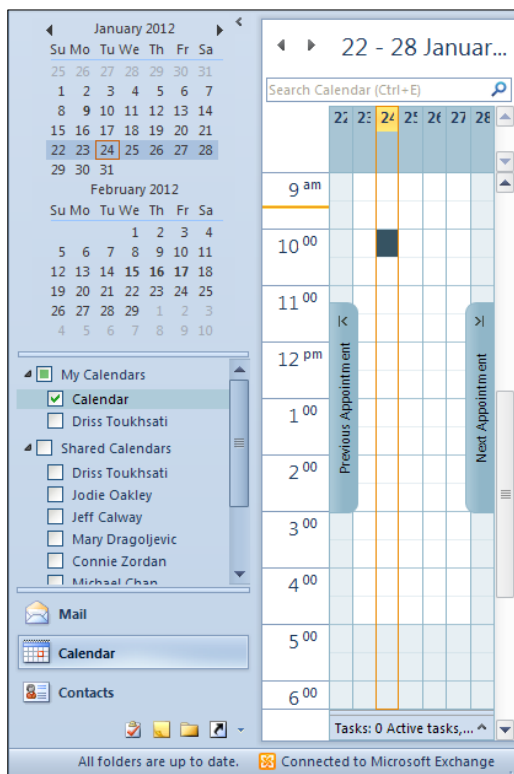
Instead of constantly switching between your Inbox and your Calendar using the buttons at the bottom left, on the navigation pane, you can open your Calendar in a separate window. This enables you to switch between the two windows by either clicking on the buttons on the Task Bar or by pressing Alt + Tab.

How to Open Calendar in a New Window

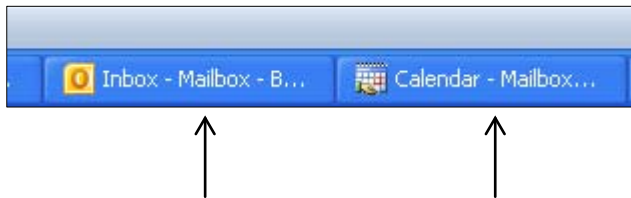
1. Right click on the Calendar button in the Navigation Pane.



2. Left click on the option **Open in New Window** in the shortcut menu.
3. You will have a new Window on your desktop containing your Calendar, but it will be difficult to read.

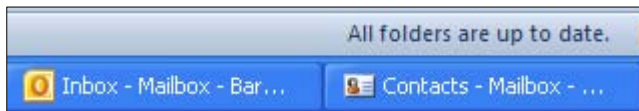


4. Maximise the window so that you can easily work with it.
5. You can now switch between your Inbox and Calendar by clicking on the appropriate buttons on the task bar.



6. OR alternatively you can hold down Alt and press Tab to select the Outlook screen you wish to use. Let go Alt when you have highlighted the option you want, and you will switch to that feature.

Note: You can also use this option for other objects in your Navigation Pane. For example if you use Contacts frequently, this can be opened in its own Window.



Or you can open even more if you need to.

