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WHAT's New?



**Changing your Outlook Startup Folder**

When launching Outlook, navigating through email folders and finding a specific email to begin your work with is not only tiring, but also time consuming.

Follow these simple steps to start your day with Outlook with less hassle.

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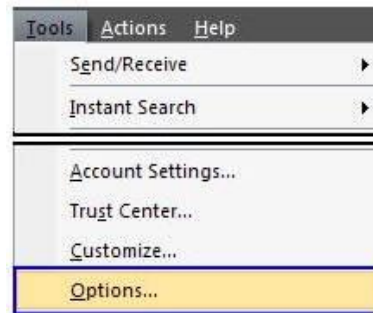
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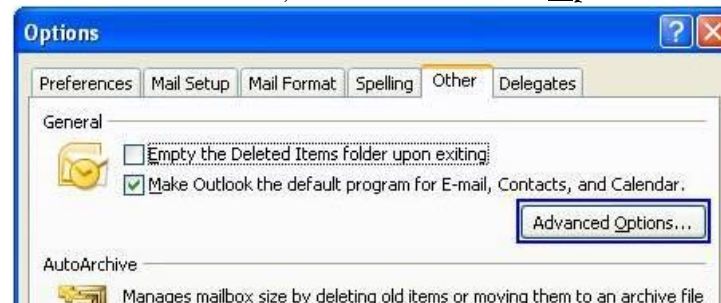
## CONFIGURING YOUR OUTLOOK STARTUP FOLDER (Outlook 2003-2007)

Startup folder is the default folder that will be displayed to you when you launch Outlook in your computer.  
By default, the Outlook displays the *Outlook Today* page.  
Bypassing this default page can help you to quickly view and respond to emails or tasks residing in a different folder.

1. On **T**ools menu, select **O**ptions....



2. Under **O**ther tab, click the **A**dvanced **O**ptions... button.



3. In **G**eneral settings section of **A**dvanced Options dialog window, find the *Startup in this folder:*.



4. You can change the default startup folder by clicking the **Browse...** button and select the Outlook folder you want as the new startup folder, and then click **OK** to close the **Options dialog window**.



**NOTE:** You can also set your Calendar, Notes, Tasks, etc. as your startup folder