

# Outlook, Quick Start Guide

## Using the Shortcut Menu

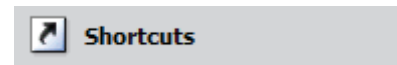
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The Shortcuts Pane is the area in the Navigation Pane that contains shortcuts and shortcut groups. You can access it by using the Shortcuts button at the bottom of the Navigation Pane.

The Shortcut Pane is a handy way to access Outlook Folders, or any other file or server folder, from within OCFO.

## Adding a Shortcut

- 1) To access the Shortcut Pane, click **Shortcuts** or one of the picture icons shown to the right. These icons appear at the bottom of the Navigation Pane.



or



- 2) You can add a shortcut to a folder in Outlook by clicking on **Add New Shortcut**.
- 3) Add a shortcut to a file share or document by dragging the item to the **Shortcut** group in the Shortcut Pane.
- 4) To delete a shortcut, right-click and select **Delete Shortcut** from the drop-down menu.

To use one of your shortcuts just click on it and you will be taken to that file, program or file share.

