Navigating Outlook Desktop 2010

a. Using the Navigation Pane

1. Switch between your Inbox, Drafts, Sent Items, Deleted Items, and your other folders by clicking on the corresponding folder name.

2. The bottom portion of the Navigation Pane is used to switch between viewing your Mail, Calendar, Contacts, and Tasks.

b. Accessing old emails and folders

1. To access your old emails, open the folder labeled “mail”. If you had sub-folders before the migration, click on the small arrow to the left of the folder to view them.