



MS Outlook CHANGE STARTUP FOLDER

© Darry D Eggleston¹



Outlook up to the 2007 version displays the Outlook Today page when the program opens, but you can change that.

You can disable Outlook Today easily, or you can use the advanced options to choose a particular folder to start in.

1. Left-click on 'Customize Outlook Today' button (Figure 1).

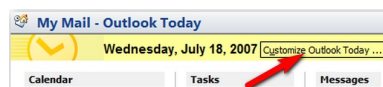


Figure 1

2. Left-click on to uncheck the 'When starting, go directly to Outlook Today' checkbox (Figure 2). This will set the 'Inbox' as the default startup folder.

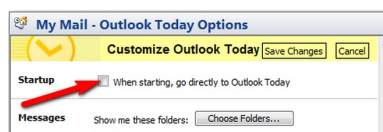


Figure 2

If it doesn't or if you want to make Outlook display a different folder on startup (Figure 3):

- 1 From the MenuBar, open Outlook Options,
- 2 Left-click on the 'Other' tab,
- 3 Left-click on 'Advanced Options' button,
- 4 Left-click on the 'Browse' button and choose a different folder if you want.

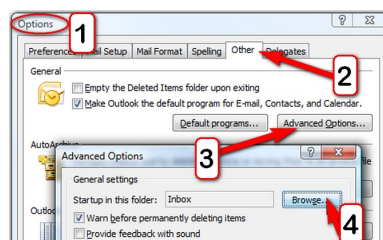


Figure 3

¹ **Permission for reproduction** in whole or in part is granted to groups & organizations for internal, non-profit use provided credit is given to the author along with the copyright notice: Article reprinted with permission. Copyright © 2000–2012 Darry D Eggleston, <http://DarryD.com>.