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WHAT's New?

Displaying Multiple Outlook Windows at Once

If you do a lot of switching between Outlook folders and options, in particular between Mail, Calendar and Tasks, what you normally do is choose the appropriate option in the Navigation pane to get the job done.

But there's an easier and faster way – open multiple Outlook windows at the same time.

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HOW TO DISPLAY MULTIPLE OUTLOOK WINDOWS

With multiple Outlook windows all open on desktop at once, you can switch back and forth to Mail Folders, Calendar and Task window almost instantly using the **ALT-Tab** keyboard shortcut.

To display multiple Outlook windows, Right-click on the Mail icon [icon] in the Navigation Pane and choose **Open in New Window** from the shortcut menu.

ProductivI.T.y tip 24_Displaying_Multiple_Outlook_Windows_at_Once_01262011
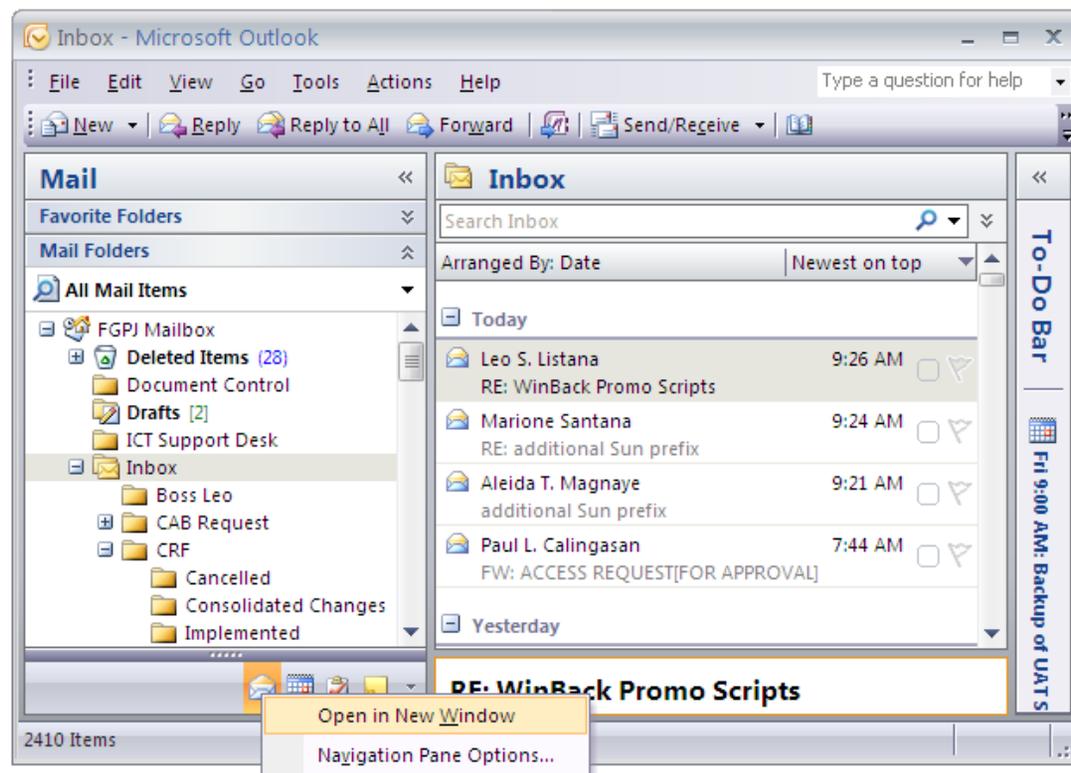
Outlook then opens another window where you can set each window up the way you want it.
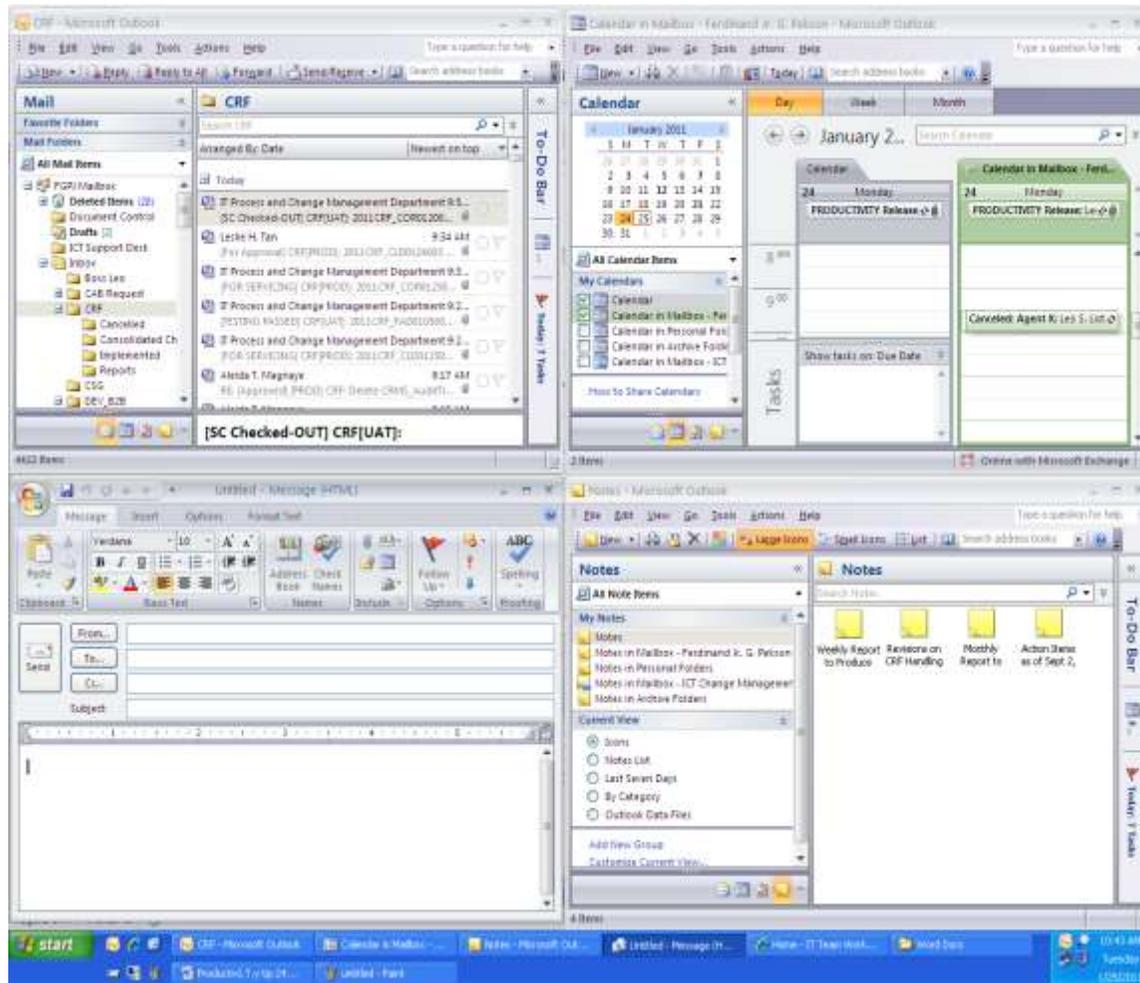
NOTE: Actions done in a window will not affect the set up of other windows.
This feature may also be used with other running applications.