

# Microsoft Office 2003 Update

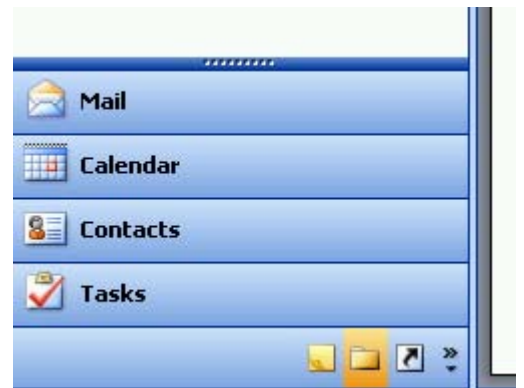
In a nutshell, here are some obvious changes you may want to change back to the old way:

In Outlook 2003, the Inbox screen looks different, as the reading pane is to the right, instead of below, as in Office XP. To change to below (or turn off) is very easy:

Click on View, Reading Pane and choose a different setting. You change it back if you like.



In Outlook 2003, if you are unable to find Public Folders, or don't like the folder view on the left side, you can change that by clicking on the Navigation buttons at the lower left. You probably want the center button that looks like a folder.



If you hate that annoying delay before the full menu appears, you can force full menus all the time by clicking on Tools, Customize and click on the Options tab. This works in each of the parts of Office.

