



## Outlook: Jump Lists

A Jump List is a list of actions that you can quickly access by right-clicking over a program icon down on your taskbar.

**Scenario:** You are running a number of programs at the same time. You're working in a Word (or Excel, etc) document and realize you want to send an (unrelated) email to someone.

Normally that would involve:

- Starting up the program (and waiting for the program to start up) if it wasn't already running; or clicking the Outlook icon down on the taskbar (if the program was running);
- Possibly switching to the mail program (if you weren't in it); and
- Clicking the NEW EMAIL button.

As long as you have your OUTLOOK program pinned to your Taskbar (and what sane person wouldn't?) along the bottom of your screen:

You just have to RIGHT-CLICK the Outlook icon...and voilà...a list of quick actions that you can perform right from there.

