

LESSON

3

Key Terms

Knowing these terms will help you complete the exercises in this lesson.
Use this chart as a study guide when you review the lesson.

◀ See page TM36 for English Learner activity suggestions.

Key Term	Definition	Page Number
AutoArchive	An Outlook feature that automatically moves older messages from your Inbox and other message folders to a different Outlook location for storage.	387
Category	A word or phrase that you assign to items so they can be sorted together.	389
Distribution list	One list name that comprises several e-mail addresses.	374
Field	A heading in the Inbox pane.	378
Filter	A feature that displays only the messages that meet certain conditions.	382
Message format	The format that a message is saved in. The type of format determines what formatting changes you can make to the message.	391
Rule	A set of conditions by which items are sorted and arranged.	383
Search folder	A folder containing items that match certain search conditions.	390
Sort	To put in order according to certain fields.	380
Track	To monitor activities.	376

Tech Tip

You should know that when you use a filter, messages that do not appear are not deleted. They are just hidden because they do not meet the filter's conditions.

You Should Know

The **Sort** feature in Outlook is similar to that of Excel and Access. In Outlook, you can sort by the following fields: **From**, **Subject**, **Received**, and **Size**.