Windows screens

Q. I want my window screen in Outlook to open large every time. How can I make it do it?

A. Click Start...All Programs....Microsoft Office...Microsoft Outlook.
Rightclick MS Outlook and in the RUN box, click the down arrow and instead of Normal, select Maximized. That should do it. This will work with any program...that is, you may choose the default to be minimize, normal or maximize.

Revised 8/3/2010 JMM