Outlook

Microsoft

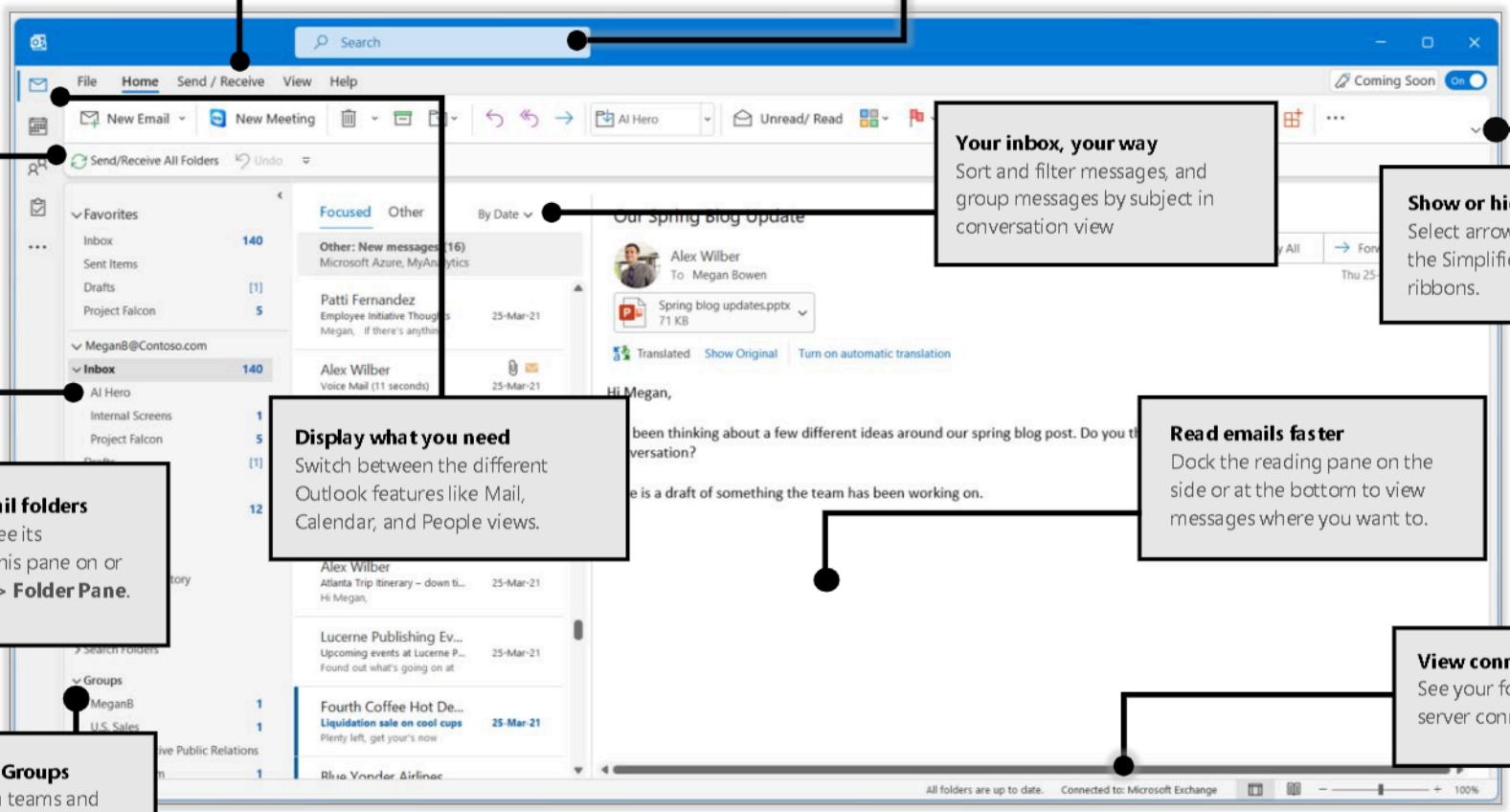
Quick Start Guide

New to Outlook? Use this guide to learn the basics.

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what Outlook can do by selecting the ribbon tabs and exploring available tools.

Find whatever you need
Search all your mail boxes and commands with a keyword or phrase.



Your inbox, your way
Sort and filter messages, and group messages by subject in conversation view

Show or hide the ribbon
Select arrow to switch between the Simplified and Classic ribbons.

Navigate your mail folders
Select a folder to see its contents. To turn this pane on or off, select **Layout > Folder Pane**.

Display what you need
Switch between the different Outlook features like Mail, Calendar, and People views.

Read emails faster
Dock the reading pane on the side or at the bottom to view messages where you want to.

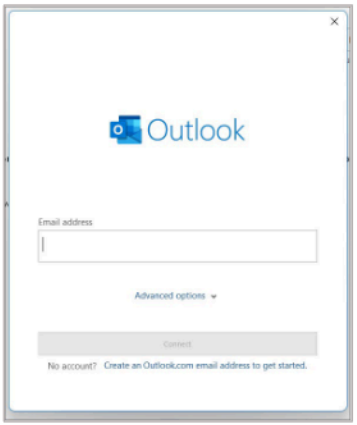
View connection status
See your folder sync status and server connection status here.

Manage Outlook Groups
Communicate with teams and share conversations, messages, calendars, and events.

Outlook

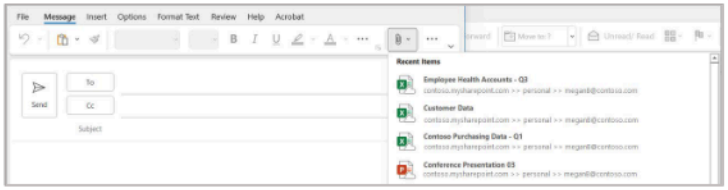
Set up your account

You can use Outlook as soon as you enter your account info. On the ribbon, select **File** > **Info** then the **Add Account** button. Sign in with your preferred email address, or use an account provided by your company or school.



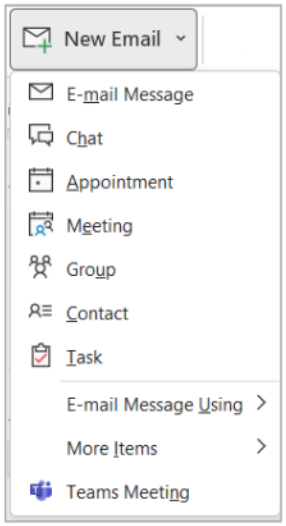
Attach files without searching

Need to attach a picture or a document? Outlook saves you time by keeping a list of your recently used files. Select the **Attach File** button while composing a new message or meeting invitation, and then select the file you want to attach.



Set up an Outlook group

If you're running Outlook as part of an Office 365 subscription, you can use **Groups** instead of distribution lists to more effectively communicate and collaborate with members of a team or an organization.

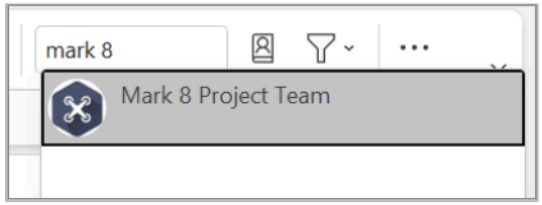


To create a new group in Outlook, on the ribbon, select **Home**, and then select **New Email** > **Group**.

If you don't see this as an option on this menu, contact the administrator of your Microsoft Office 365 subscription for more information.

From the Inbox of any of your Groups, you and the other members can start or join a conversation, create or confirm team events, see a list of members, and get notifications about interactions on any of your shared posts.

To join an existing group, start by searching for its name. On the ribbon, select **Home**, enter a keyword or phrase into the **Search People** box, and then select the group you want to join.



Outlook

Outlook is more than just email

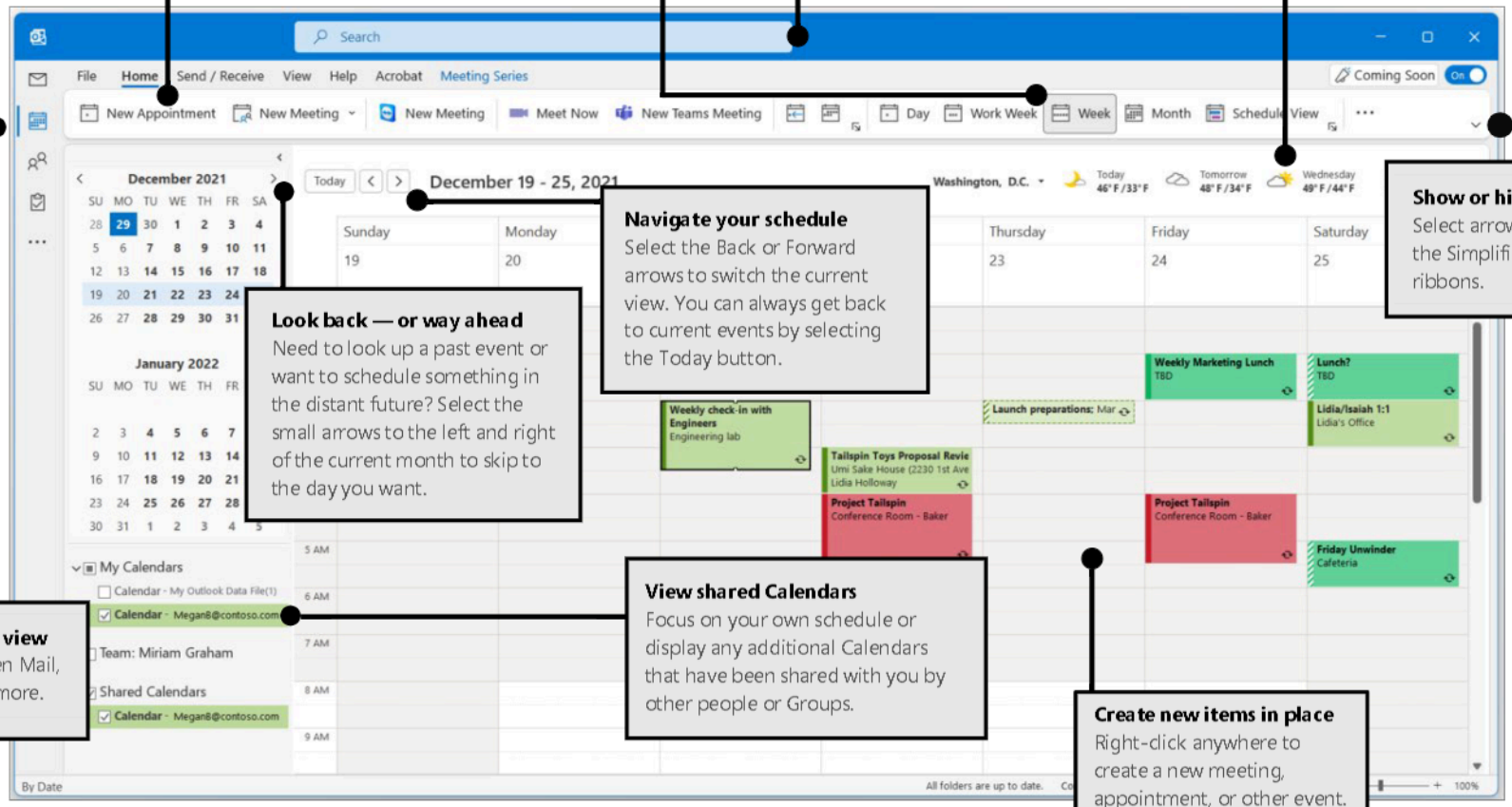
Easily switch between Mail, Calendar, People, and more.

Easy to use Calendar tools and commands
In Calendar view, the ribbon displays everything you need to manage every day, week, month, and year.

Switch your point of view
Select to see how busy your days, weeks, and months are.

Search your calendar
Start typing in the Search box to instantly find meetings, appointments and commands.

Sunshine required?
Glance at the weather forecast to make sure your meeting or event won't be rained out.



Navigate your schedule
Select the Back or Forward arrows to switch the current view. You can always get back to current events by selecting the Today button.

Show or hide the ribbon
Select arrow to switch between the Simplified and Classic ribbons.

Look back — or way ahead
Need to look up a past event or want to schedule something in the distant future? Select the small arrows to the left and right of the current month to skip to the day you want.

Change your point of view
Select to switch between Mail, Calendar, People, and more.

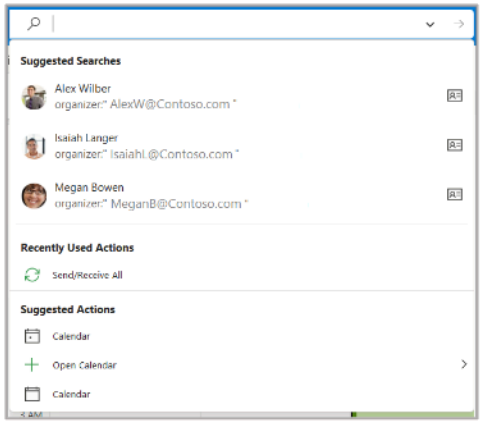
View shared Calendars
Focus on your own schedule or display any additional Calendars that have been shared with you by other people or Groups.

Create new items in place
Right-click anywhere to create a new meeting, appointment, or other event.

Outlook

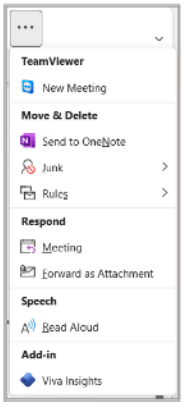
Find whatever you need

Type a keyword or phrase into the **Search** box on the ribbon to quickly find the Outlook features and actions you're looking for, plus all your emails, contacts, and meetings.



Use more commands

With **Read Aloud** Outlook can read your email aloud, highlighting text as it's read. **Rules** allow you to move, flag, and respond to email messages automatically.



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Ready to dig deeper into the capabilities that Outlook has to offer? Visit **https://go.microsoft.com/fwlink/?linkid=871123** to explore our free training options.

Send us your feedback

Love Outlook? Got an idea for improvement to share with us? On the **File** menu, select **Feedback** and then follow the prompts to send your suggestions directly to the Outlook product team. Thank you!