

## 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**  
Enter a keyword or phrase to look up Outlook commands, get Help, or search the Web.

**Customize the ribbon display**  
Choose whether Outlook should auto-hide the ribbon.

**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.

**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.

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

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

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

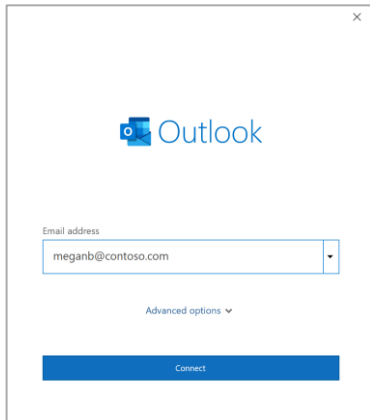
The screenshot shows the Outlook interface with the following elements visible:

- File menu:** Home, Send / Receive, View, Help, Tell me what you want to do.
- Quick Access Toolbar:** New Email, Delete, Undo, Redo, End of year reports.
- Search:** Search People, Search Current Mailbox, Current Mailbox.
- Navigation Pane:** Favorites, MeganB@contoso.com, Inbox (35), End of year reports, Internal Screens, Project Falcon, Q1 Info, Outlook, RSS Feeds, Search Folders, Groups.
- Message List:** Other: New messages (7), MyAnalytics, Microsoft Azure; Contoso Demo on Ya... (2), Updates from Leadership an... (4), Contoso Demo (1); Joni Sherman (18), Potluck Party Recipe (6/4/2019), Hello everyone; Isaiah Langer (6/4/2019), Please Forward Contoso pat... (6/4/2019), Hi Megan, I don't have Alex; Alex Wilber (6/4/2019), Northwind Traders Proposal (6/4/2019), Megan, we need to have the; Alex Wilber (6/4/2019), Northwind Proposal (6/4/2019), Here is the latest copy of the; OpenTable (6/4/2019), Starts today! Seattle Restaur... (6/4/2019); Lidia Holloway (6/4/2019), Northwind Budget (6/4/2019), The Northwind budget was; Lee Gu (6/4/2019), Wanna grab coffee? (6/4/2019).
- Reading Pane:** Northwind Traders Proposal, Alex Wilber, To: Megan Bowen, Northwind Traders Proposal.docx (574 KB), Megan, we need to have the Northwind Proposal signed before sending it off to the customer. Could you please be the signatory for us (see attached)? Thanks!
- Status Bar:** Items: 50, Unread: 35, All folders are up to date, Connected to: Microsoft Exchange, 100%.

# Outlook

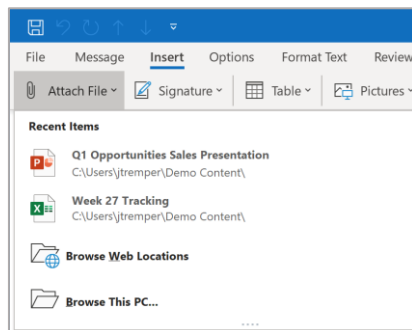
## Set up your account

You can use Outlook 2016 as soon as you enter your account info. On the ribbon, select **File > Info** and then select the **Add Account** button. Next, sign in with your preferred email address, or use an account provided by your company or school.



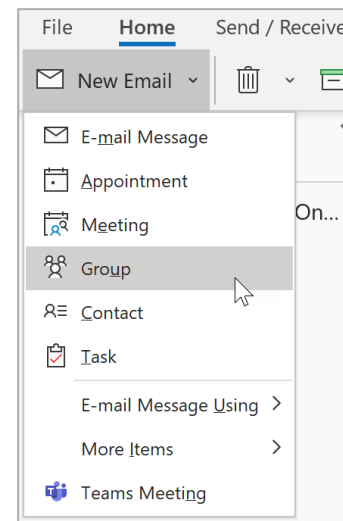
## Attach files without searching

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 eligible 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.

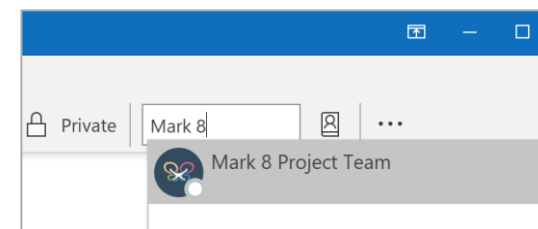


To create a new group in Outlook 2016, On the ribbon, select **Home**, and then select **New Items > Group**.

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.

### Sunshine required?

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

The screenshot shows the Outlook Calendar interface. At the top, the ribbon includes 'New Appointment', 'New Teams Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', '+ Add', and 'Share'. Below the ribbon, there's a navigation bar with 'October 2019', 'Washington, D.C.', weather forecasts for 'Today' (67°F/57°F), 'Tomorrow' (62°F/57°F), and 'Thursday' (72°F/59°F), and a 'Search Calendar' box. The main area displays a calendar grid for October 2019, with a sidebar for 'My Calendars' showing 'Calendar' checked and 'European Tour' unchecked. Below the sidebar, there's a list of shared calendars for 'Team: Miriam Graham' and 'Adele Vance'. The calendar grid shows various meetings, such as '8:00am Project Team Meeting' and '12:00pm Weekly Marketing Lu...'. Callouts point to various features: 'Easy to use Calendar tools and commands' points to the ribbon; 'Switch your point of view' points to the view selection buttons; 'Sunshine required?' points to the weather forecast; 'Navigate your schedule' points to the back/forward arrows; 'Search your calendar' points to the search box; 'Look back — or way ahead' points to the month navigation arrows; 'View shared Calendars' points to the calendar list; 'Change your point of view' points to the 'Calendar' button in the bottom-left corner; and 'Create new items in place' points to a right-click context menu.

### Navigate your schedule

While looking at the current day, week, or month, select the Back or Forward arrows to switch the current view.

### 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.

### View shared Calendars

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

### Change your point of view

Select to switch between Mail, Calendar, People, and more.

### Create new items in place

Right-click anywhere to create a new meeting, appointment, or other event.

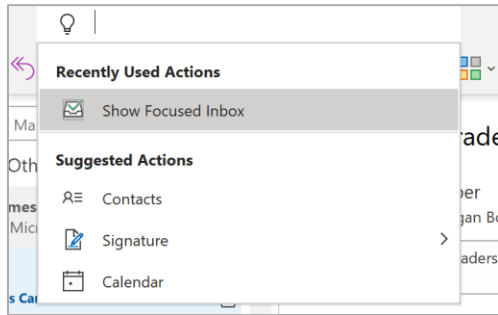
### Search your calendar

Start typing in the Search box to instantly find meetings and appointments.

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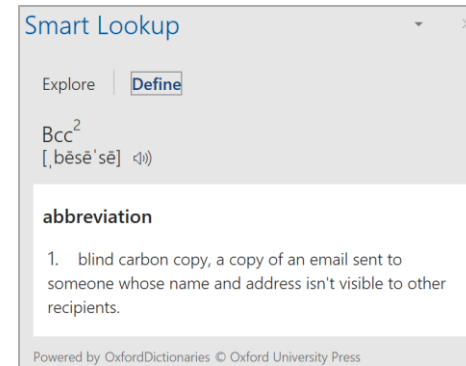
## Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Outlook features and commands you're looking for, to discover **Help** content, or to get more information online.



## Look up relevant information

With **Smart Lookup**, Outlook searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context to information you need to share with other people.



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## Next steps with Outlook

### See what's new in Office

Explore the new and improved features in Outlook and the other apps in Office 365. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

### Get free training, tutorials, and videos for Office

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!