

Outlook for Windows – Quick Start Guide

Getting Started

When first opening *Outlook*, you will be presented with the Outlook Interface, which allows you to view the following items: email, calendars, people (contacts), tasks, notes, folders, and shortcuts. When opening *Outlook 2016*, the default view is your email Inbox (See Figure 1).

The Interface

1. **Quick Access Toolbar** - Keep shortcuts to your favorite tools.
2. **Ribbon Display Options** - You can collapse, auto hide, or show all ribbon commands.
3. **File Tab (Backstage View)** - The Backstage View is where you manage your account settings and options as well as export items located in your *Folder Pane*.
4. **Ribbon** - Where you can access the tools for handling your mail, calendar, and more.
5. **Tell Me** - Enter a word or phrase to look up Outlook commands, get help, or search the Web.
6. **Folder Pane** - This is where you navigate your mail folders. Click a folder to display its contents.
7. **Message Pane** - Click on a message to view your mail items.
8. **Reading Pane** - Quickly view messages without clicking to open.
9. **Favorites** - Ribbon commands are updated based on whether you are viewing mail, calendar, contacts, tasks or folders.
10. **Status Bar** - View connection status, show or hide the *Folder Pane*, or zoom in the *Reading Pane*.

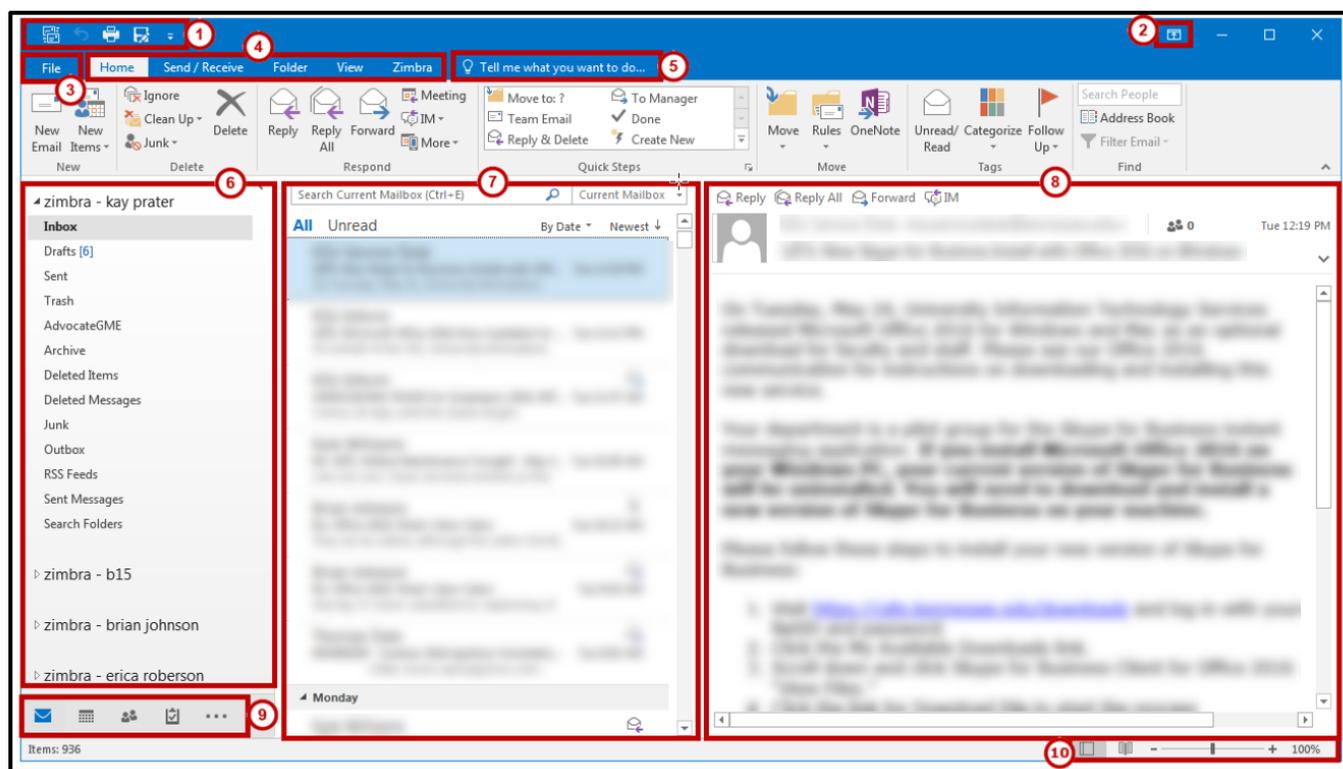


Figure 1 - Outlook Interface

Mail Messages

Outlook 2016 mail is displayed in folders (See Figure 1). Click on a **folder** in the *Mail Folder Pane* to view messages or click the **New Email** button to start a new message

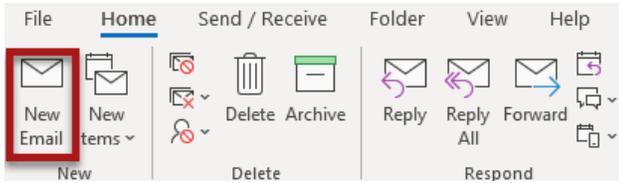


Figure 2 - New Mail Message

Attach File Drop-Down Box

To attach a file to your outgoing email message(s), calendar item(s), and task(s), click the **Attach File** button. A drop-down box is displayed with your most recently used files. Click on the **file** you want to attach or click the **browse** button to find additional files you may want to attach.

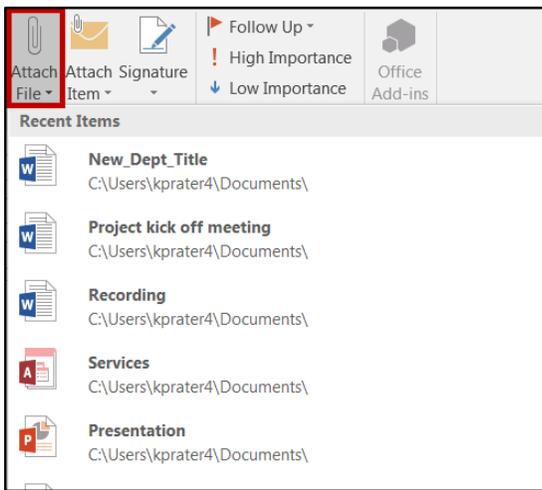


Figure 3 - Attach Files

To change your view from email to calendar or one of your other views, click the matching button in the *Favorites* menu bar. The buttons in the *Favorites* menu bar will take you from email to calendar to contacts and back again just by clicking the corresponding button.



Calendar

In the *Calendar* view, the ribbon displays tools to help you manage your schedule. You can view appointments, create new appointments, and send meeting invitations to others. Change your calendar view by switching between **daily**, **weekly**, and **monthly** views. Create a new appointment on your calendar by clicking the **New Appointment** button.

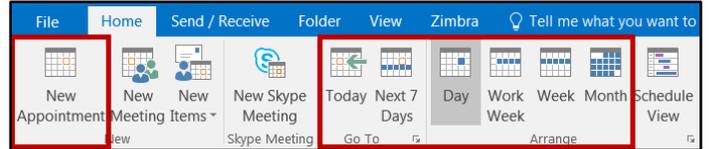


Figure 5 - Calendar View

Manage To-Do Lists & Tasks

Manage your work by using tasks and to-do lists to keep track of what needs to be done and progress on tasks that you have started.

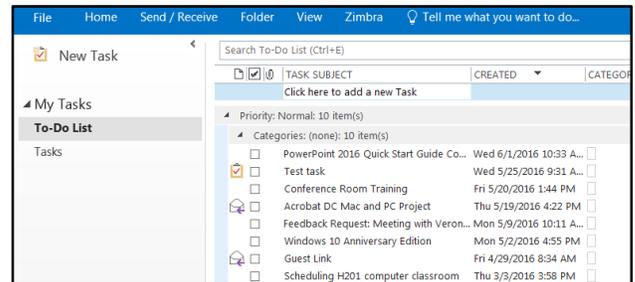


Figure 6 - My Tasks List

Tell Me

The **Tell Me** dialog box allows users to enter words and phrases related to what you want to do next to quickly access features or actions. It can also be used to look up helpful information related to the topic. Click on one of the options to start down the path to performing an action or learning more about the subject.

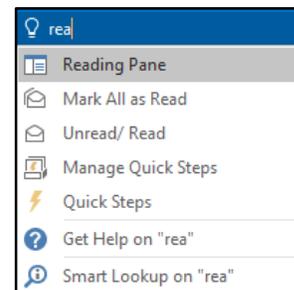


Figure 7 - Tell Me