Quick Start Guide

New to Outlook 2016? Use this guide to learn the basics.

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what Outlook can do by clicking 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 hide ribbon commands after you use them.

Inbox - Outlook

File | Home | Send / Receive | Folder | View | Tell me what you want to do...

New Email | New Items | Ignore | Clean Up | Junk | Delete | Reply | Reply All | Forward | Meeting | More | Sent Items | Team Email | Reply & Delete | To Manager | Done | Create New | Move | Rules | OneNote | Assign Policy | Unread/ Read | Categorize | Follow Up | Search People | Address Book | Filter Email | Store

New | Delete | Respond | Quick Steps | Move | Tags | Find | Add-ins

Favorites
- Inbox
- Engineering
- Mobile Design App
- Quality Assurance
- Research and Development

Search Mail (Ctrl+E) | Current Folder

All | Unread | By Date | Oldest ↓

Malorie Potvin
Team meeting agenda items for next week
Hello,

Raymond Chasse
Expense reports are due this week
Hey team, just a reminder to please submit your expense

Lan Lieu
Xbox tournament this weekend! :)
Same place, same time. Who's in? Lan <end>

Eva Charlton
For immediate release
This afternoon we announced plans of our upcoming

Suparna Acharya
All Hands Meeting
Please submit your questions in advance of our upcoming

Alaine Lang
Notes from the Status Meeting
Hi team, if you missed this week's status meeting, please

Junk Email
Outbox
RSS Feeds
Search Folders

Groups
- Contoso News
- Engineering
- Marketing Team
- Mobile Design
- Mobile Design App

Reply | Reply All | Forward

Malorie Potvin
Team meeting agenda items for next week

Who's Who

Hello,

Let's discuss the following items at our next team meeting:

- Hiring — got one more vendor in mind
- Vacations — need to confirm launch coverage
- Morale Event — ideas for fun venues?

Thanks—
Malorie

Items: 6 | Unread: 6 | Reminders: 3 | All folders are up to date. | Connected to: Microsoft Exchange | 100%

Navigate your mail folders
Click a folder to display its contents. To turn this pane on or off, click View > Folder Pane.

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

Display what you need
Ribbon commands are updated automatically depending on what part of Outlook you're looking at.
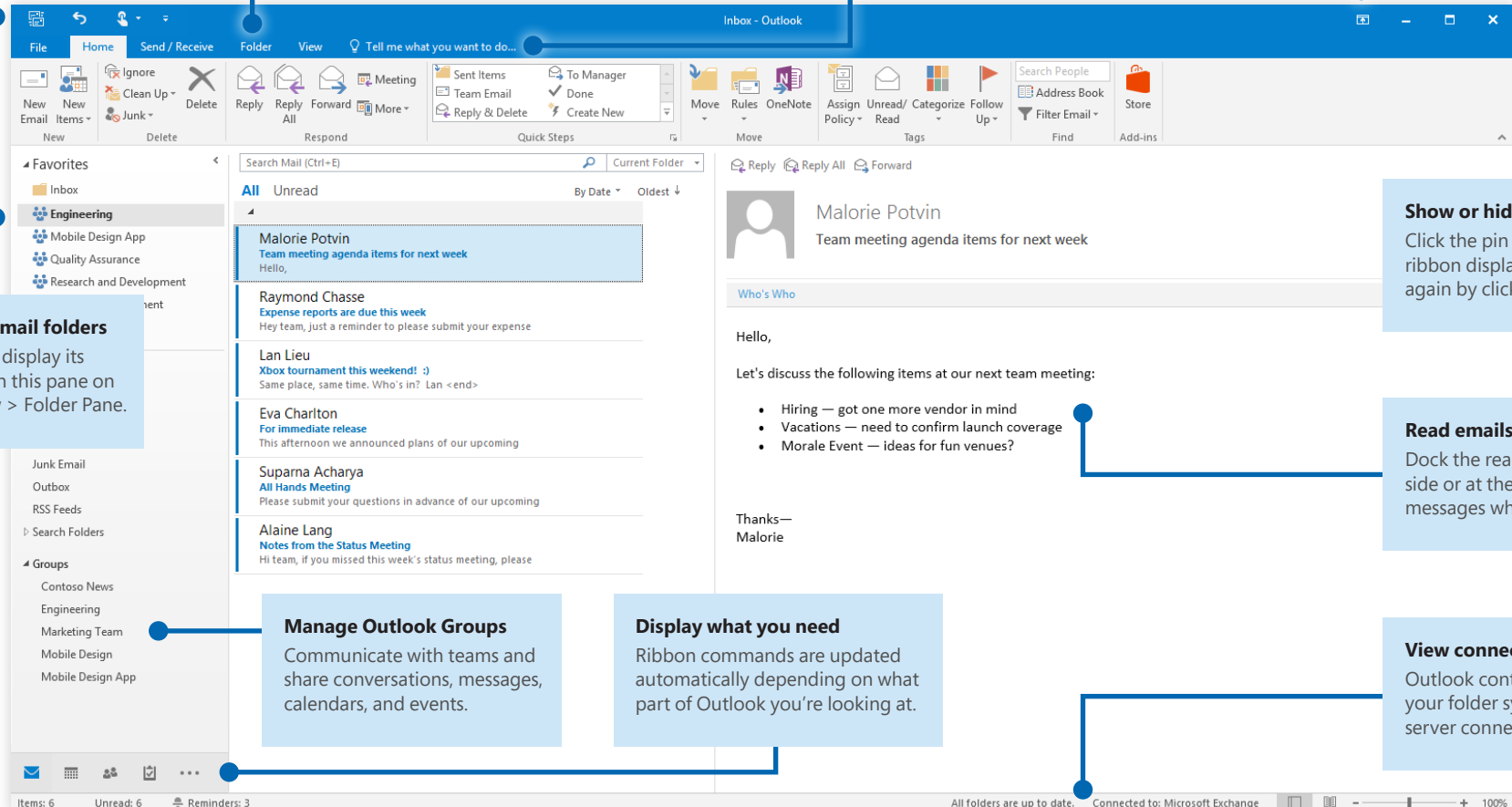
Show or hide the ribbon
Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

Read emails faster
Dock the reading pane on the side or at the bottom to view messages where you want to.
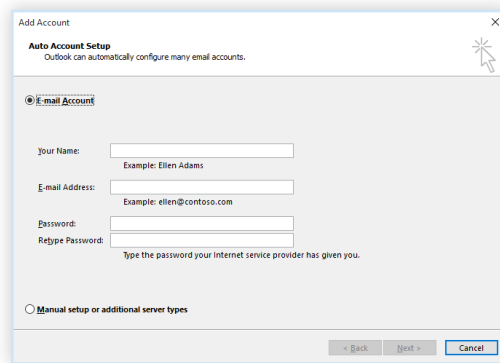
View connection status
Outlook continuously displays your folder sync status and server connection status here.

Set up your account

You can use Outlook 2016 as soon as you enter your account info. On the ribbon, click **File** > **Info** and then click 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. Click the **Attach File** button while composing a new message or meeting invitation, and then select the file you want to attach.
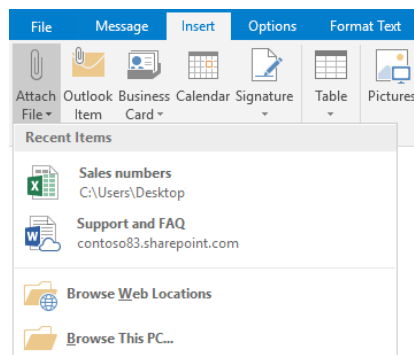
Set up an Outlook group

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.
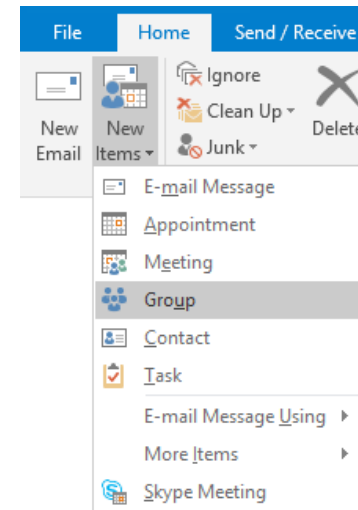
To create a new group in Outlook 2016, click the **Home** tab, and then click **New Items** > **Group**.

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 **Home** tab of the Outlook application window, enter a keyword or phrase into the **Search People** box, and then click to select the group you want to join.

unite mail

Office
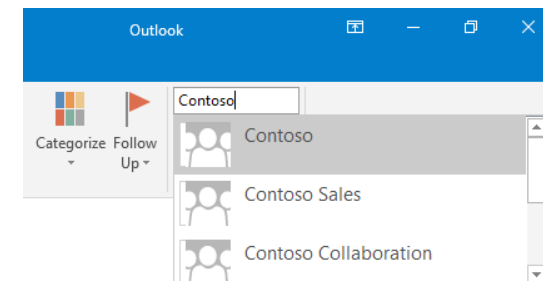
Outlook is more than just email

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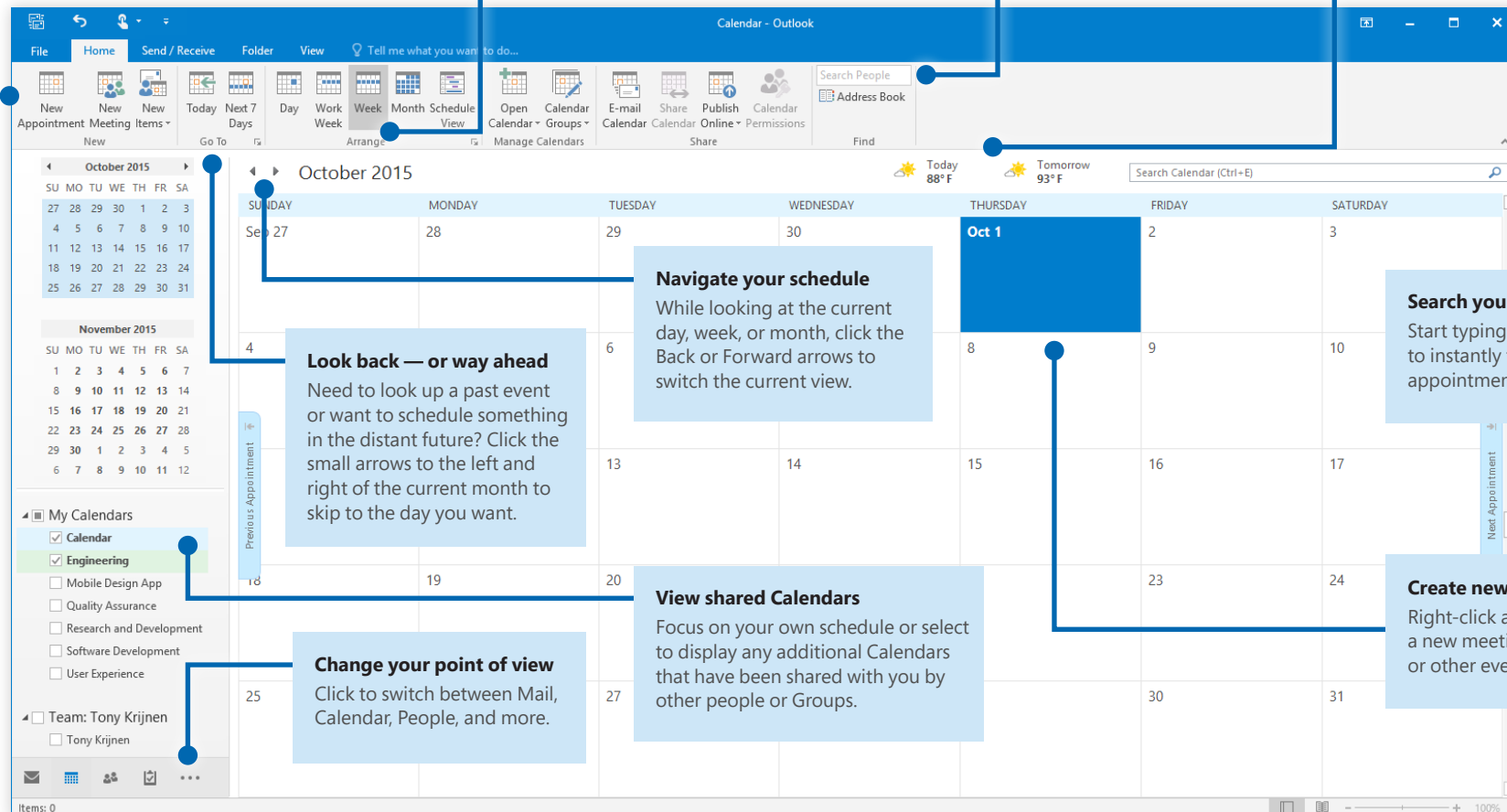
Switch your point of view
Click to see how busy your days, weeks, and months are.

Look someone up before scheduling
Type a name and search to verify someone's contact info before setting up a meeting.

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

Navigate your schedule
While looking at the current day, week, or month, click the Back or Forward arrows to switch the current view.

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

Look back — or way ahead
Need to look up a past event or want to schedule something in the distant future? Click 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 select to 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.

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

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.
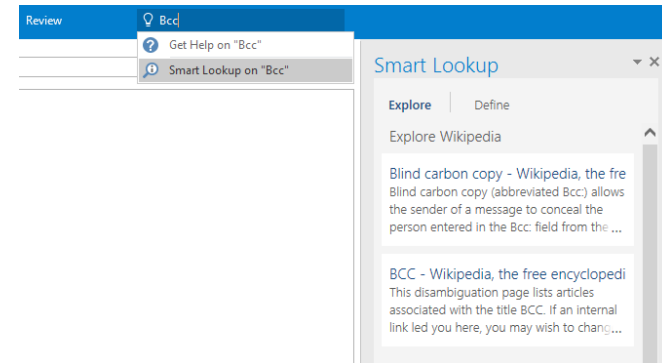

Look up relevant information

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.
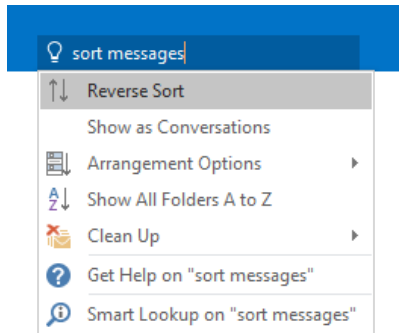
Learn more at:

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unite service desk
your enterprise support partner

24/7 SUPPORT
🌐 unite.un.org/servicedesk