

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.

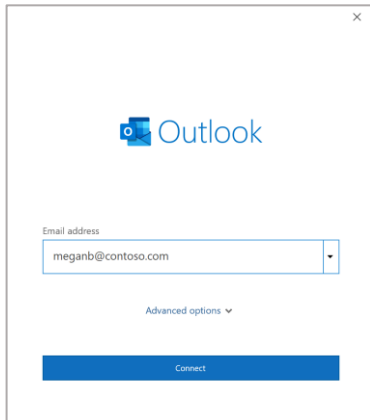
Navigate your mail folders
Select a folder to see its contents. To turn this pane on or off, select **View > Folder Pane**.

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

Outlook

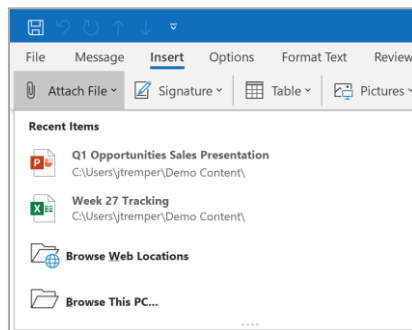
Set up your account

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.



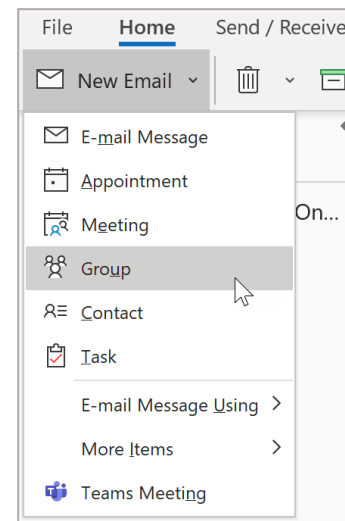
Attach files without searching

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.

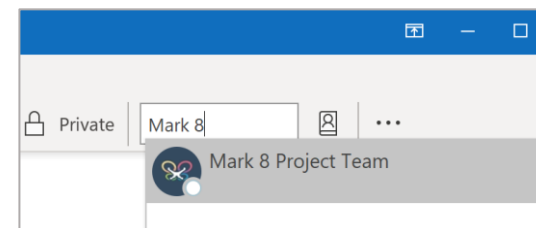


To create a new group in Outlook 2016, On the ribbon, select **Home**, and then select **New Items > Group**.

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. The ribbon at the top includes 'New Appointment', 'New Teams Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', '+ Add', and 'Share'. The main area displays a calendar for October 2019, with a search bar and weather forecast for Washington, D.C. (Today: 67°F/57°F, Tomorrow: 62°F/57°F, Thursday: 72°F/59°F). The calendar shows events for 'Adele Vance' and 'Miriam Graham'. 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; 'Look back — or way ahead' points to the month navigation arrows; 'Change your point of view' points to the 'My Calendars' list; 'View shared Calendars' points to the 'Team: Miriam Graham' section; 'Navigate your schedule' points to the 'Back' and 'Forward' arrows; 'Search your calendar' points to the search bar; and 'Create new items in place' points to the right-click context menu.

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.

Navigate your schedule

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

View shared Calendars

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

Search your calendar

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

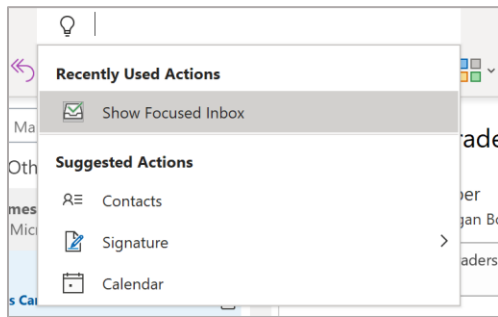
Create new items in place

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

Outlook

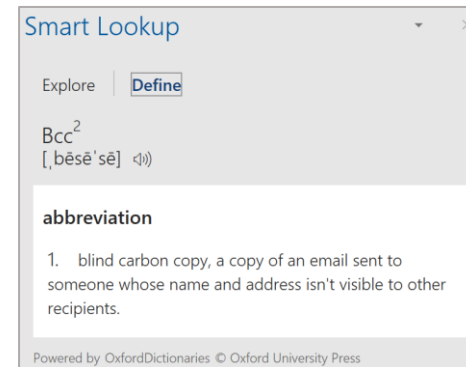
Find whatever you need

Type a keyword or phrase into the **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

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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!