

Outlook 2016



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 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.

Navigate your mail folders

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

Show or hide the ribbon

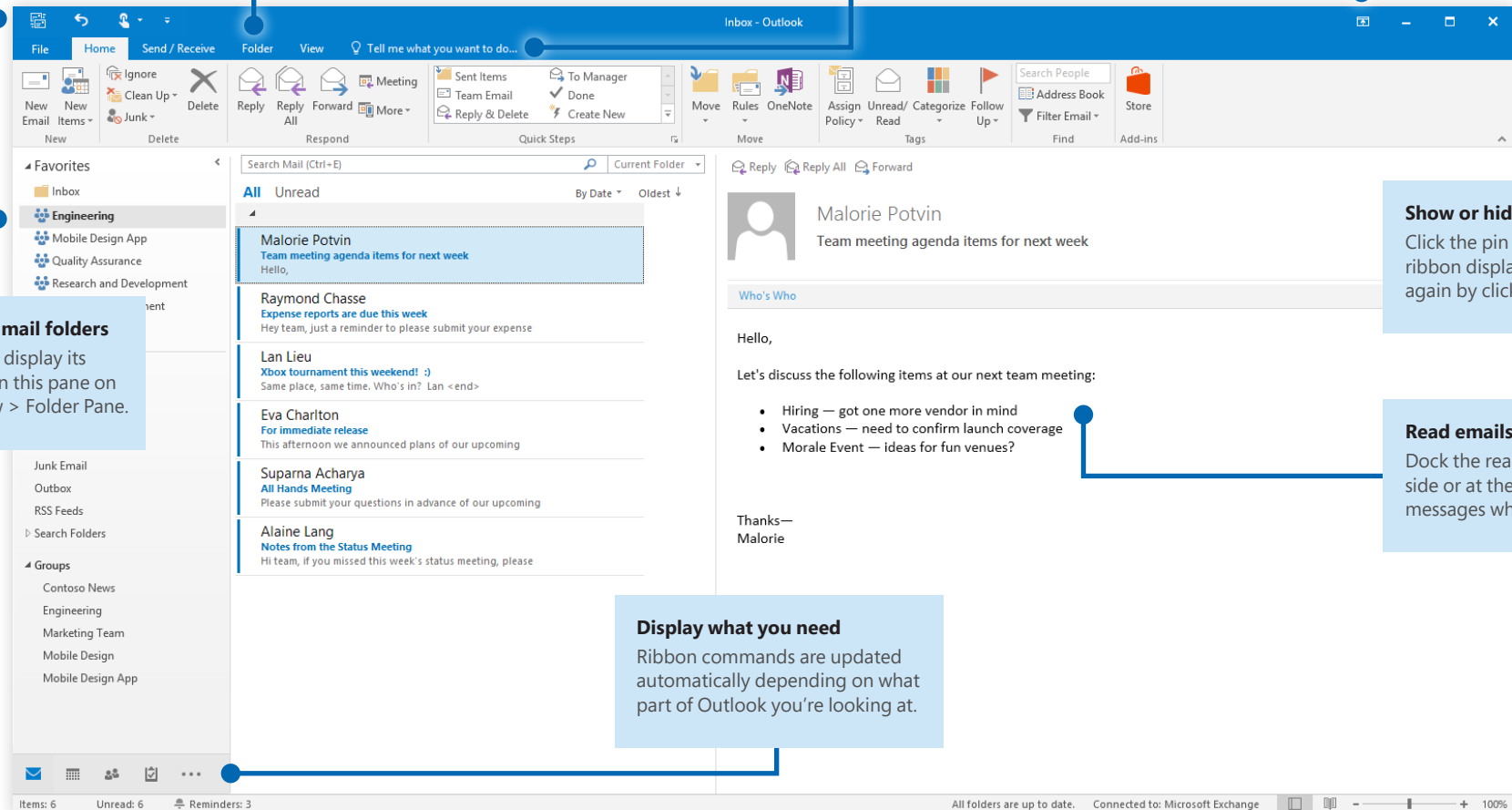
Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

Read emails faster

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

Display what you need

Ribbon commands are updated automatically depending on what part of Outlook you're looking at.



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.

