

Quick Start Guide

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

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

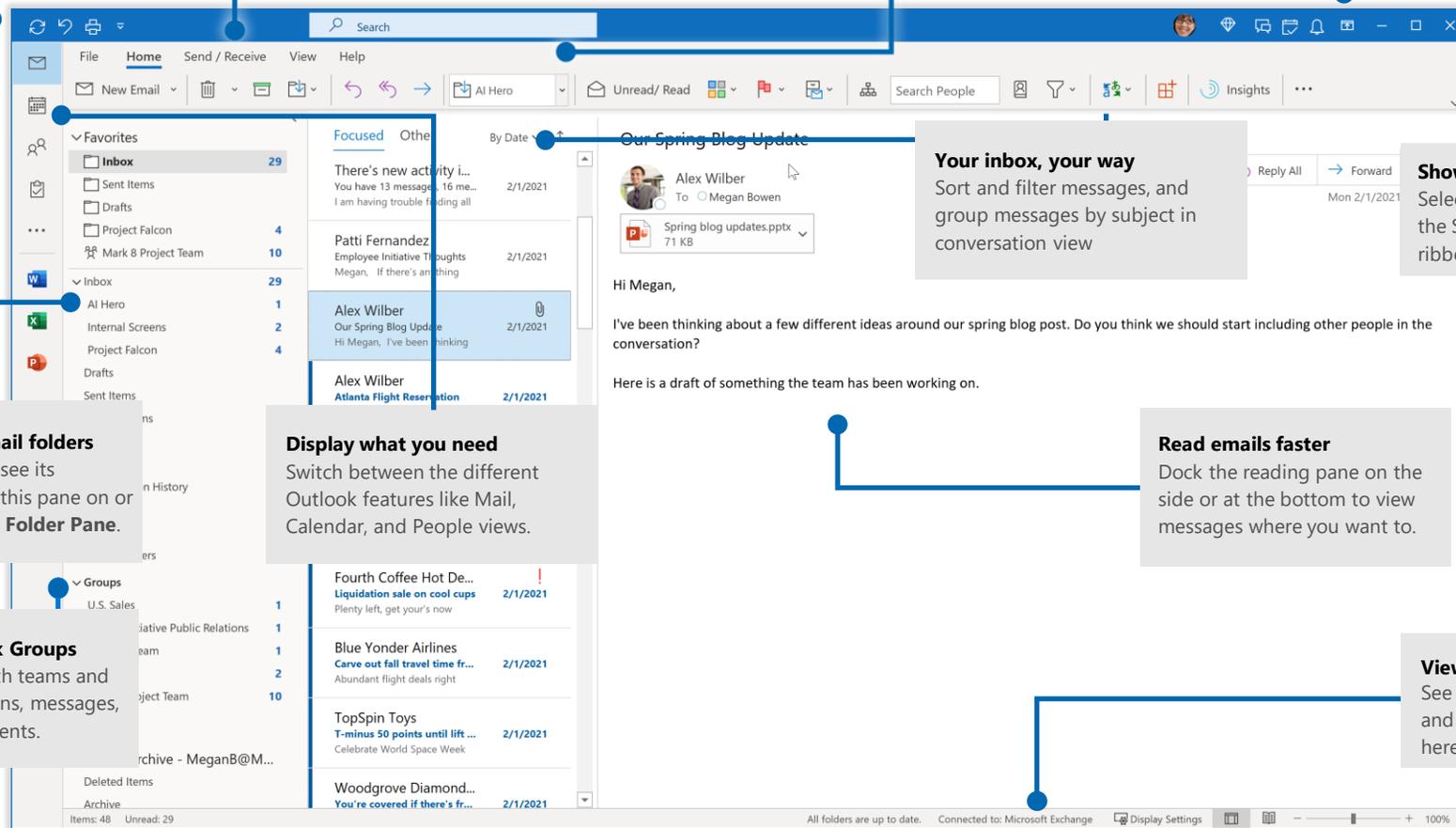
See what Outlook can do by selecting the ribbon tabs and exploring available tools.

Find whatever you need

Search all your mail boxes and commands with a keyword or phrase.

Customize the ribbon display

Choose whether Outlook should auto-hide the ribbon.



Navigate your mail folders

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

Display what you need

Switch between the different Outlook features like Mail, Calendar, and People views.

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.

Manage Outlook Groups

Communicate with teams and share conversations, messages, calendars, and events.

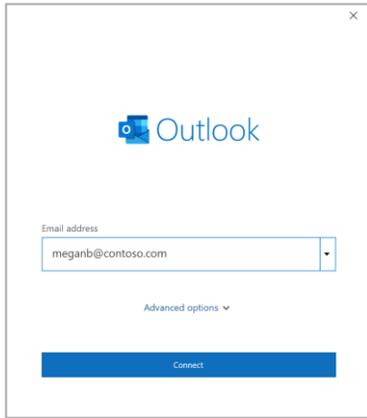
View connection status

See your folder sync status and server connection status here.

Outlook

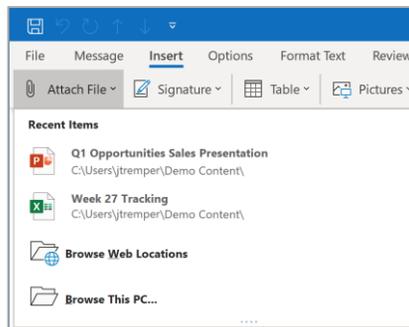
Set up your account

You can use Outlook 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.



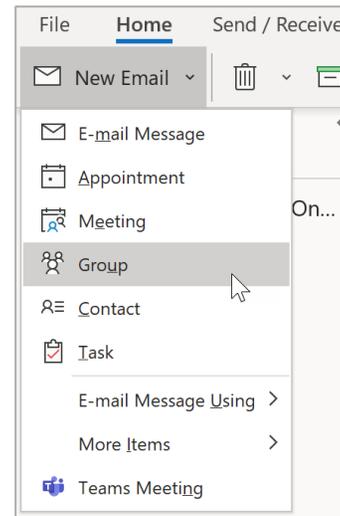
Attach files without searching

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.

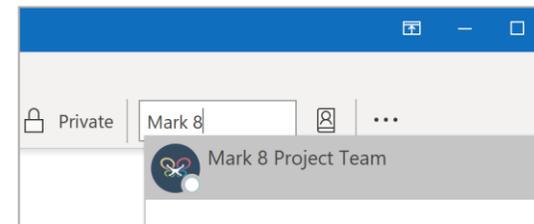


To create a new group in Outlook, on the ribbon, select **Home**, and then select **New Items > Group**.

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.

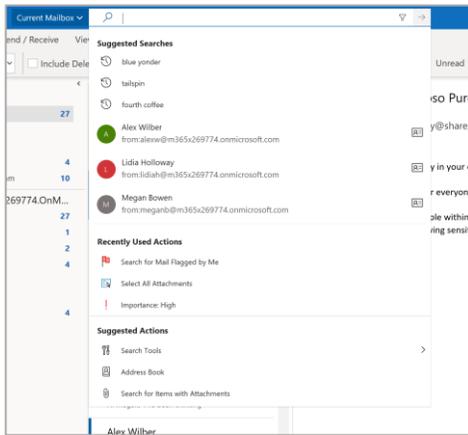
The screenshot shows the Outlook Calendar interface. The ribbon at the top includes 'Home', 'Send / Receive', 'View', and 'Help'. The 'View' ribbon has options for 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', and 'Schedule / View'. The main calendar area shows a monthly view for February 2021 and a weekly view for February 21-27, 2021. A weather forecast for Seattle, Washington is visible, showing a sunny day with a high of 49°F and a low of 37°F. Several callout boxes are overlaid on the interface, each with a blue line pointing to a specific feature:

- Easy to use Calendar tools and commands:** Points to the ribbon area.
- Switch your point of view:** Points to the 'Week' view button.
- Sunshine required?:** Points to the weather forecast.
- Navigate your schedule:** Points to the navigation arrows (Today, <, >) above the weekly view.
- Search your calendar:** Points to the search box at the top right.
- Look back — or way ahead:** Points to the small arrows on the left and right of the month view.
- Change your point of view:** Points to the 'Calendar (preview)' checkbox in the 'My Calendars' list.
- View shared Calendars:** Points to the 'Check-in with' button next to a meeting.
- Create new items in place:** Points to a meeting tile.

Outlook

Find whatever you need

Type a keyword or phrase into the **Search** box on the ribbon to quickly find the Outlook features and actions you're looking for, plus all your emails, contacts, and meetings.



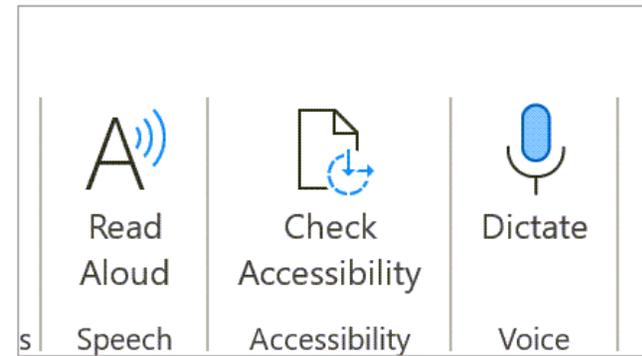
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Speech and voice in email

With **Read Aloud** Outlook can read your email aloud, highlighting text as it's read. **Dictate** lets you use speech-to-text to author content in Office with a microphone and reliable internet connection. It's a quick and easy way to draft emails, send replies, and capture the tone you're going for.



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!