

Quick Start Guide

Outlook 2016

New to Outlook 2016 or upgrading from a previous version? Use this guide to learn the basics.

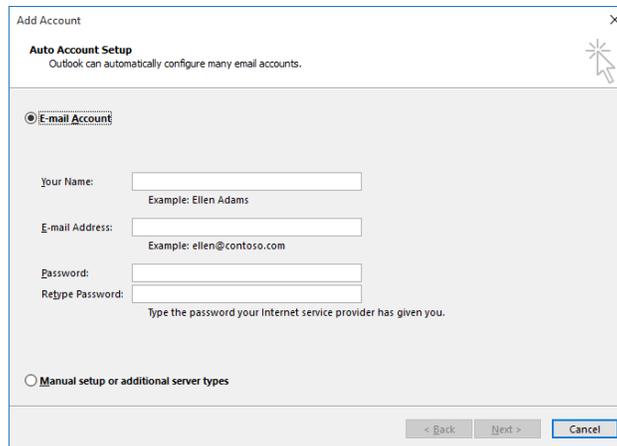
The screenshot shows the Outlook 2016 interface with several callout boxes pointing to specific features:

- Quick Access Toolbar:** Keep favorite commands permanently visible.
- Explore the ribbon:** See what Outlook 2016 can do by clicking the ribbon tabs and exploring new and familiar tools.
- Get help with tools and commands:** Enter keywords to get help with commands or to perform a Smart Lookup on the Web.
- Customize the ribbon display:** Choose whether Outlook should hide ribbon commands after you use them.
- Show or hide the ribbon:** Need more room on your screen? Click the arrow to turn the ribbon on or off.
- 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.
- Navigate your mail folders:** Click a folder to display its contents. To turn this pane on or off, click View > Folder Pane.
- Switch between views:** Outlook is five apps in one. Ribbon commands will update to match the view you choose.

1 - (click or tap to zoom)

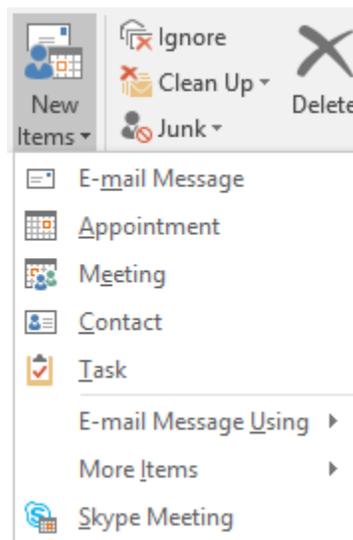
Set up your account

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. Sign in with your preferred email address, or use the information provided by your company or school.



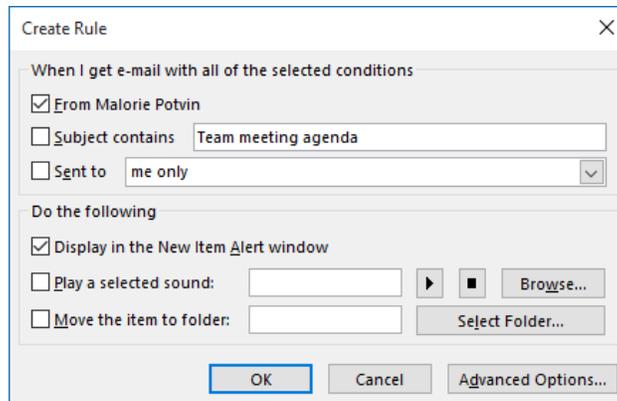
Create new items

In Mail view, on the Home tab, click New Email to compose a new email message, or click New Items and choose the type of item you want to create.



Organize mail with rules

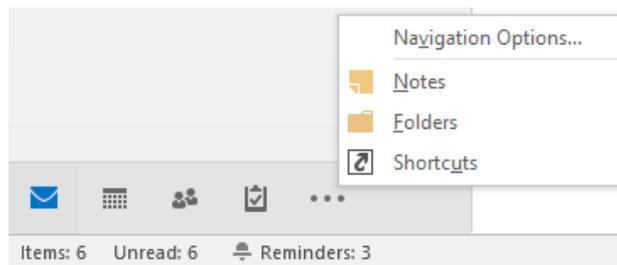
If you regularly receive large amounts of email from different sources, consider setting up rules that automatically file messages into mail folders you've created. Start by clicking the Organize tab, and then click Rules > Create Rule.



Switch between views

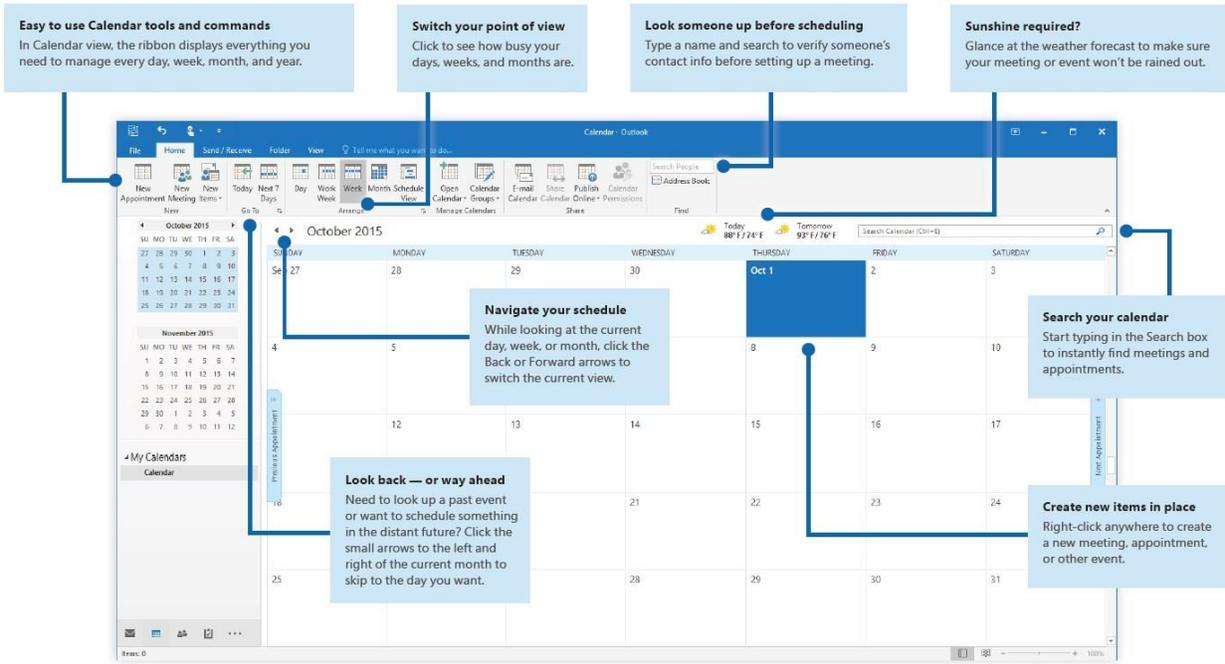
There's much more to Outlook than email. At the bottom of the app window, you can easily switch between the **Mail**, **Calendar**, **People**, **Tasks**, **Notes**, and **Folders** views to manage all aspects of your busy life.

Commands on the ribbon will switch to match the view you've selected, as will the information shown on the Outlook status bar at the bottom of the app window.



There's more to Outlook than email

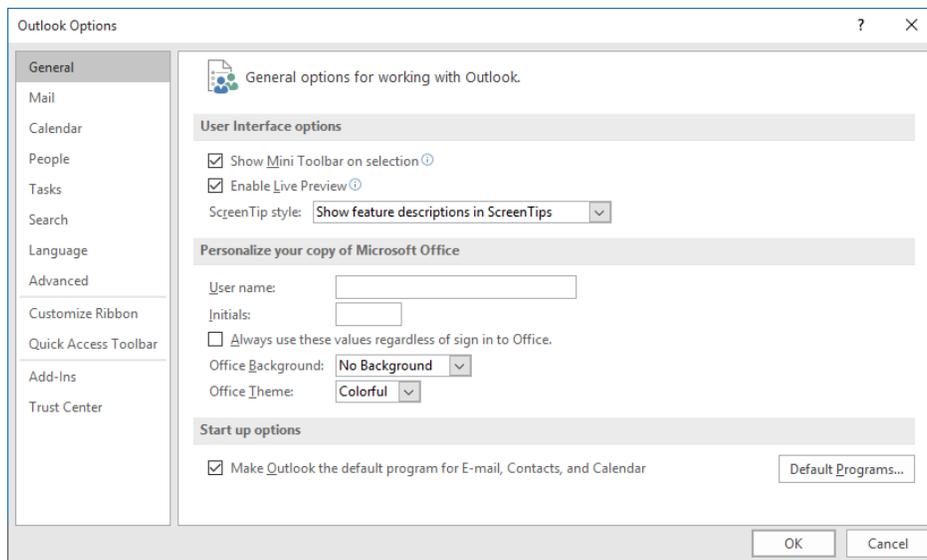
Switch to the other views to manage all aspects of your busy life.



2 - (click or tap to zoom)

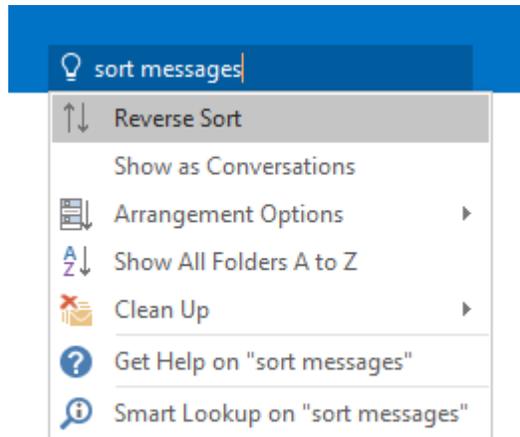
Set your preferences

*Something not working quite as expected? It's easy to change and customize options at any time. Click **File > Options**, and then set up Outlook 2016 the way you want.*



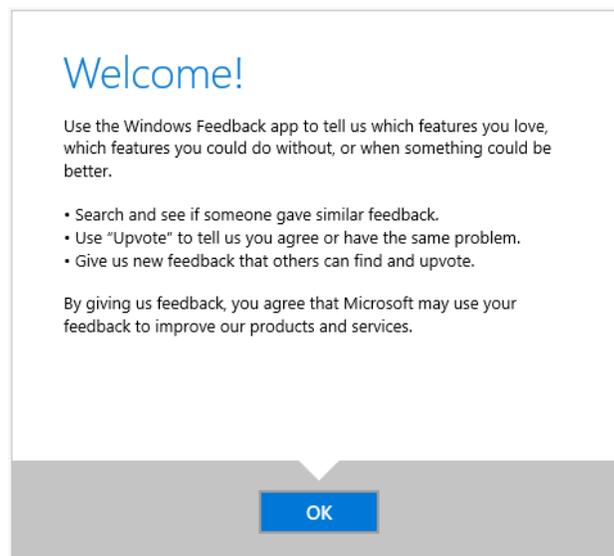
Get help with Outlook

Type a keyword or phrase into the Tell me what you want to do box on the ribbon to find the Outlook features and commands that you're looking for, read our online Help content, or perform a Smart Lookup on the Web for more insights.



Send us your feedback

Love Outlook 2016? Got an idea for improvement? Click File > Feedback to open the Windows Feedback app, from where you can send kudos, gripes, and ideas directly to the Outlook development team.



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