

Microsoft® Office Outlook® 2016

Outlook 2016 Home View

The default view opens to the **Mail Folder**, **Navigation Pane**, the **Inbox**, **To-Do Bar**, **Reading Pane** and the **Ribbon**. The **Home View** provides easy access to your messages and collaboration activities.

Quick Access Toolbar

Add or remove popular commands.

Backstage view

Contains external file commands. (Replaces the **Office Button** and **File** menu in earlier releases of Outlook.)

The Ribbon

Quickly find the commands you need to complete a task.

Navigation Pane

Lets you select and organize items in your mailbox.

Sneak a peek

Mouse over items in the navigation bar to view pop up window.

Navigation bar

Allows you to switch between the main views in Outlook.

Click  for **Navigation Options**.

Message List

Displays email messages, sender's name, subject, date, size, and importance.

Sort and group email items by clicking the **Arrangements Header** in the Messaging Pane.

Reading Pane

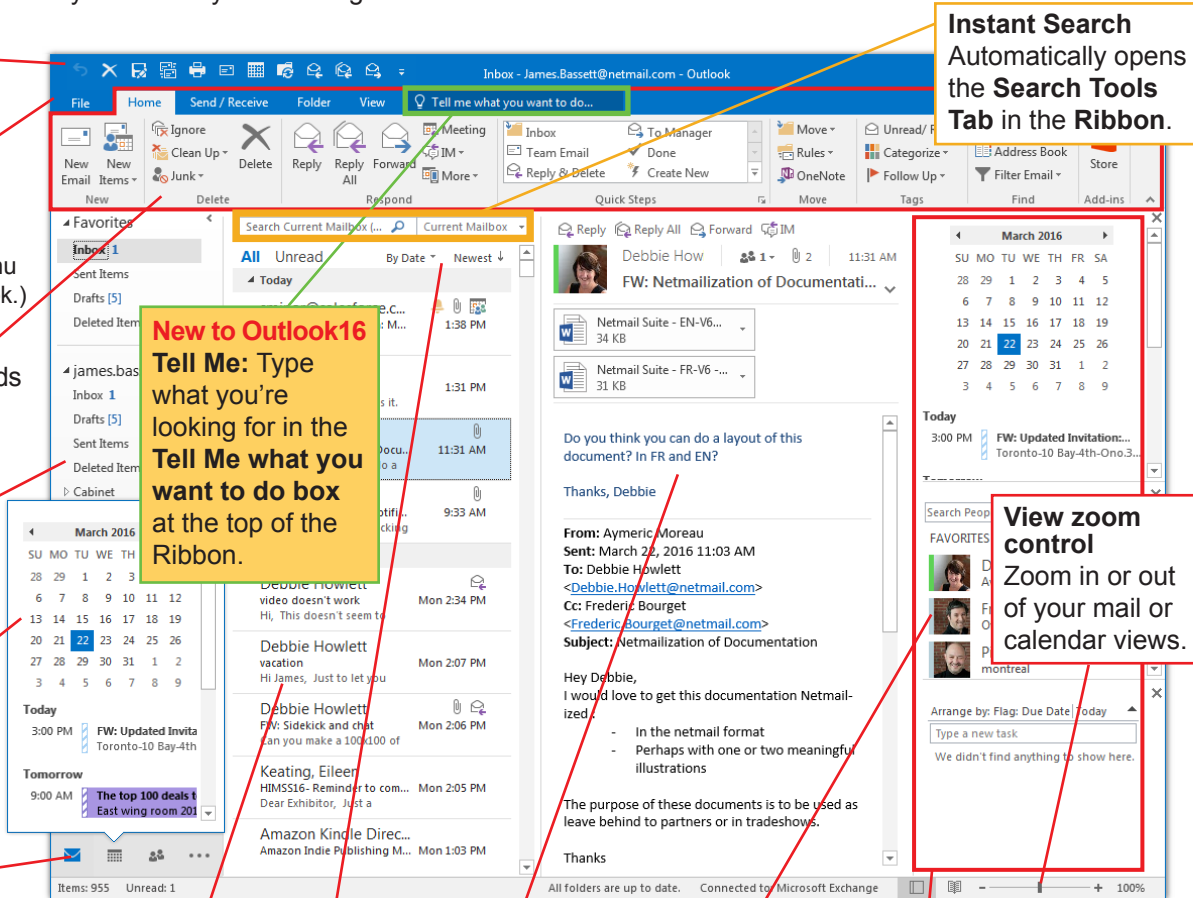
Read emails and see attachments without opening them in separate windows.

Social Connector

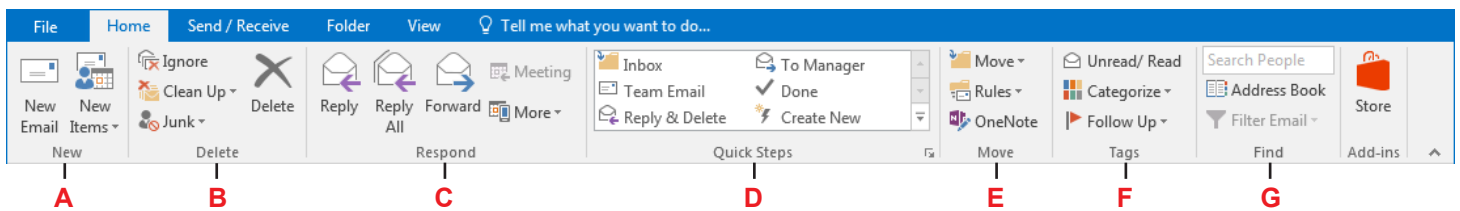
Connects you to social and business networks.

To-Do Bar

Organize your activities, tasks, appointments, etc., in an easy access quick viewer.



The Ribbon



A - New: Mail Message (Ctrl+N), Task (Ctrl+Shift+K), Appointment (Ctrl+Shift+A), etc.

B - Delete: Delete (Ctrl+D), Ignore, Clean Up, Junk.

C - Respond: Reply (Ctrl+R), Reply All (Ctrl+Shift+R), Forward (Ctrl+F), etc.

D - Quick Steps (New): Automate common or repetitive tasks.

E - Move: Move selected items to new folder, create Rules to manage recipient(s) messages, access OneNote.

F - Tags: Unread/Read (Ctrl+U+Q), Categorize, Follow Up.

G - Find: Search for Contacts, access Address Book, Filter Email: Filter email messages in selected folder(s) to only show certain items, such as Unread or Flagged items.

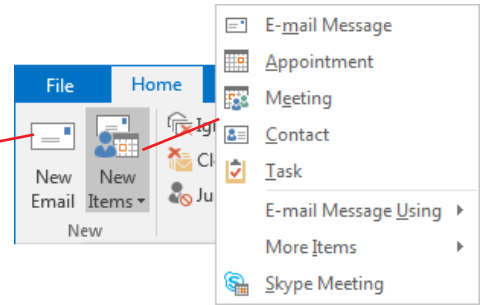
Composing and Sending an Email Message

This section will show you how to open, compose and send an email message.

Opening a new email:

There are several ways to create a new email:

- From the **Expanded Ribbon** choose **New Email** or **New Items**.
- From the **Quick Access Toolbar** click the **New Email** icon.
- Using the keyboard (Ctrl+N) or (Ctrl+Shift+M).



The Mail Message Item

This is the main window where you create and compose the emails you wish to send.

To: Type the recipient's email address. (If the recipient is in your **Address Book** the name and address will be auto-completed. You can access the **Address Book** by clicking the "To" button.)

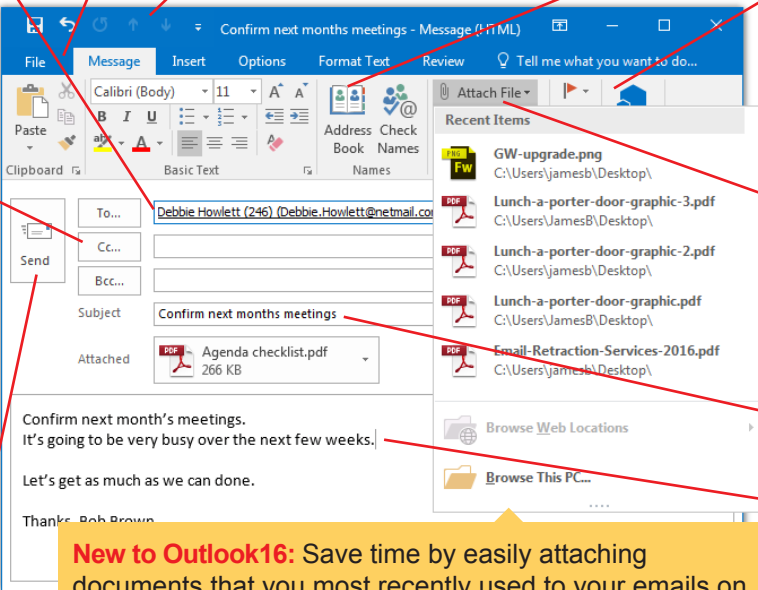
Backstage View: Contains external file commands.

Quick Access Toolbar: Add or remove your most frequently used action buttons

Address Book: Find and create contacts.

The Ribbon: When you create a **New Outlook Item**, the appropriate Ribbon and tab options that are required to compose a message or task will appear.

Cc: Send a carbon copy of this item to other users. To send a Blind carbon copy "**Bcc**" to other recipients, select the "**Options**" tab, click the Bcc icon, the Bcc field will appear. (Recipients cannot see the other Bcc recipients).



Attach Files: Click the attachment icon, browse and select the file, and click **OK**. You can also drag and drop files from your system folders into the **Message Area**.

Subject: Enter the email subject.

Message Area: Type the content of your message here.

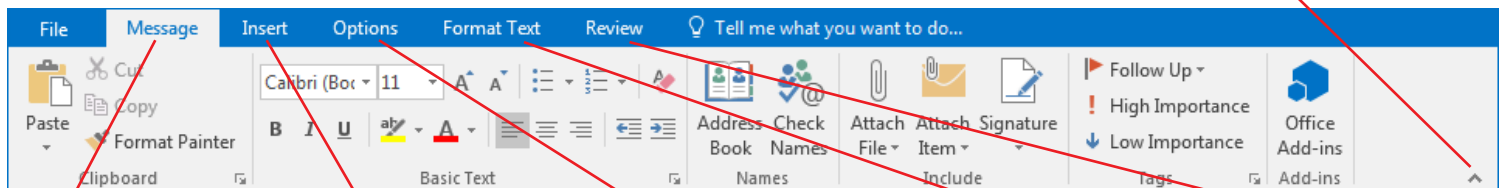
Send: Click  button to send your message.

New to Outlook16: Save time by easily attaching documents that you most recently used to your emails on the ribbon. Attach files from OneDrive or SharePoint, you can share them as *View only*, or give *Edit* permissions.

The Ribbon

The Ribbon is designed to help you quickly find the commands that you need to complete tasks. Commands are organized in logical groups, which are grouped together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. The Ribbon is part of the Microsoft Office Fluent user interface system and appears in a variety of Office products.

Right click the **Ribbon** to minimize.



Message Tab: Contains basic Outlook commands, such as cutting and pasting, attachments, basic text formatting, etc.

Insert Tab: In this tab you can access all items that can be inserted into your messages like images, shapes, tables, etc.

Options Tab: The options for formatting your messages are found here. Choose themes, text or HTML formats, page color, delivery instructions, etc.

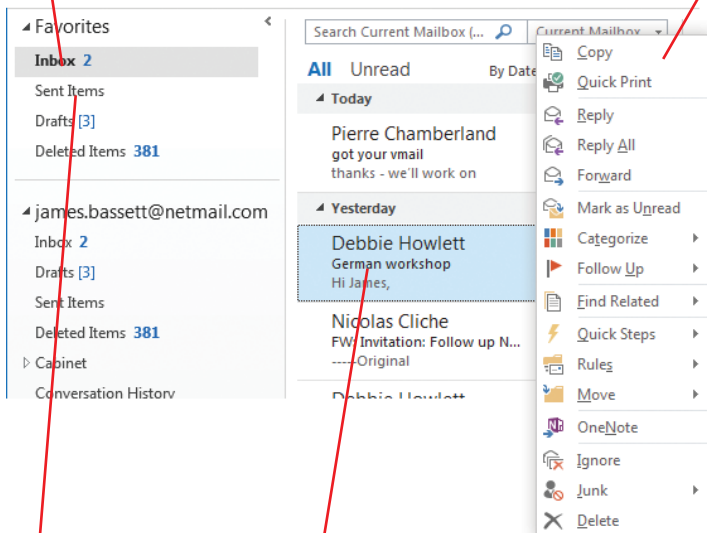
Format Text Tab: Allows you to set font and paragraph styles, find and replace text, zoom in and out and cut and paste items to the clipboard.

Review Tab: Review spelling and grammar, translate languages, consult dictionaries and encyclopedias.

Managing Received Messages

Outlook 2016 offers a number of features to improve message management. You may organize your email items with color-coded categories, set rules, and file the messages in specific Cabinet folders.

Inbox: Stores received mail items.



Sent Items: Stores copies of all sent items.

Contents of selected folders will appear in the **Message List**.

Right-click an item to display the action menu.

Copy: Copies message and content to the clip board. To paste a copied item, select the desired **Folder** and enter (Ctrl+V) using the keyboard.

Quick Print: Prints the content of a selected item.

Reply: Sends a reply message to the sender.

Reply All: Sends a reply message to the sender and all other recipients of the email.

Forward: Forwards the highlighted item to another recipient.

Mark as Unread: Marks the message as unread.

Categorize: Classifies the item in a specific category and color-codes it.

Follow Up: Flag the item and schedule it in your calendar.

Find Related: Find related messages or messages from the sender.

Quick Steps: Access your automated tasks.

Rules: Allows you to create specific management rules.

Move: Moves an item to a chosen folder.

OneNote: OneNote is a digital notebook for capturing, sharing, and saving information.

Ignore: Keep unwanted conversations out of your Inbox.

Junk: Enables junk mail handling.

Delete: Moves the highlighted item to the Trash or deletes the message from the system.

Received Mail Message Item

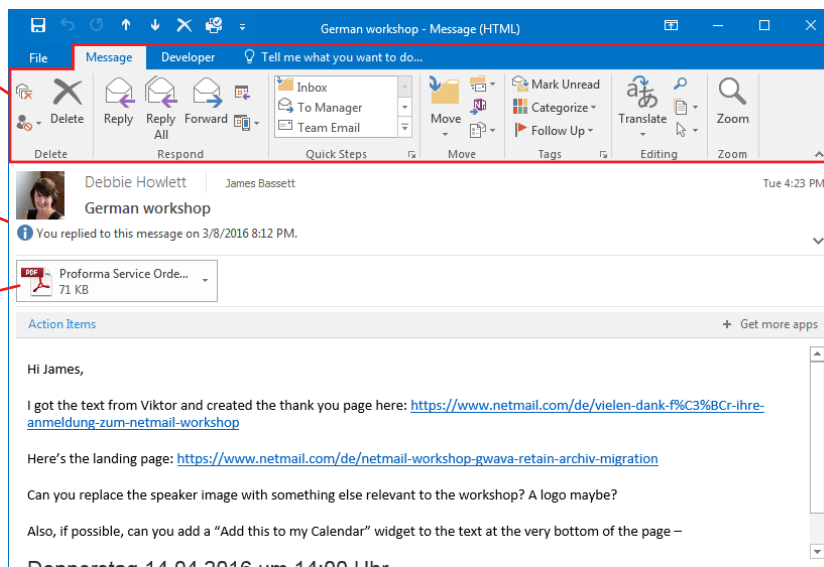
When you receive an email, it will be stored in your **Inbox** folder. After opening an email, you can read and manage it.

You can use the **Ribbon** to reply, forward, delete, move to folders, create a rule, block, categorize, and find related items.

Message: View the message in the **Reading Pane** or *double-click* the item in the **Message List** to open it in a separate window.

Attachments: *Click* the item to view it in the message area. To open an attachment, *double-click* the icon, or *right-click* the attachment and select the appropriate action (open, save, move, delete, etc).

To close the email window: *Click* the exit button in the upper right corner of the window, type (Alt+F4), or use the (Esc) key on your keyboard.



Address Book and Contacts

Use the **Address Book** to look up and select Contacts and Distribution Lists when you address messages.

Finding Names in Search People in the Ribbon

In the **Ribbon**, type the name of the contact that you want to find in the **Search People** box (F11). Outlook will search in **Contacts**. If no match is found, Outlook will then search all the available **Address Books**.

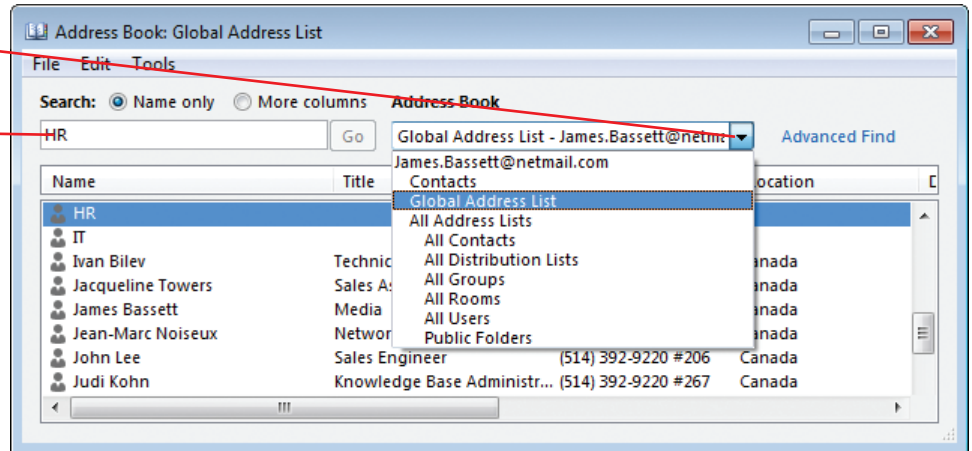
How to Open the Address Book

From the **Home Tab** in the **Ribbon**, *click* the **Address Book**  icon. When sending a message, select the **Message Tab**, *click* the **Address Book**  icon.

Using the Address Book:

1. In the **Address Book** list, choose the address book you want to search.
2. In the **Search** box, type the name, or part of a name (Outlook will auto-complete the name), that you are searching for.
3. If you wish to send an email to the selected name, choose **Menu bar > File > select New Message (Ctrl+N)**.



- Name only** Search by name only.
- More columns** Allows you to search using other criteria like title or location.



Create and Manage Contacts

You can add new contacts to Outlook 2016 **Contacts** by typing the information directly in the contact form.

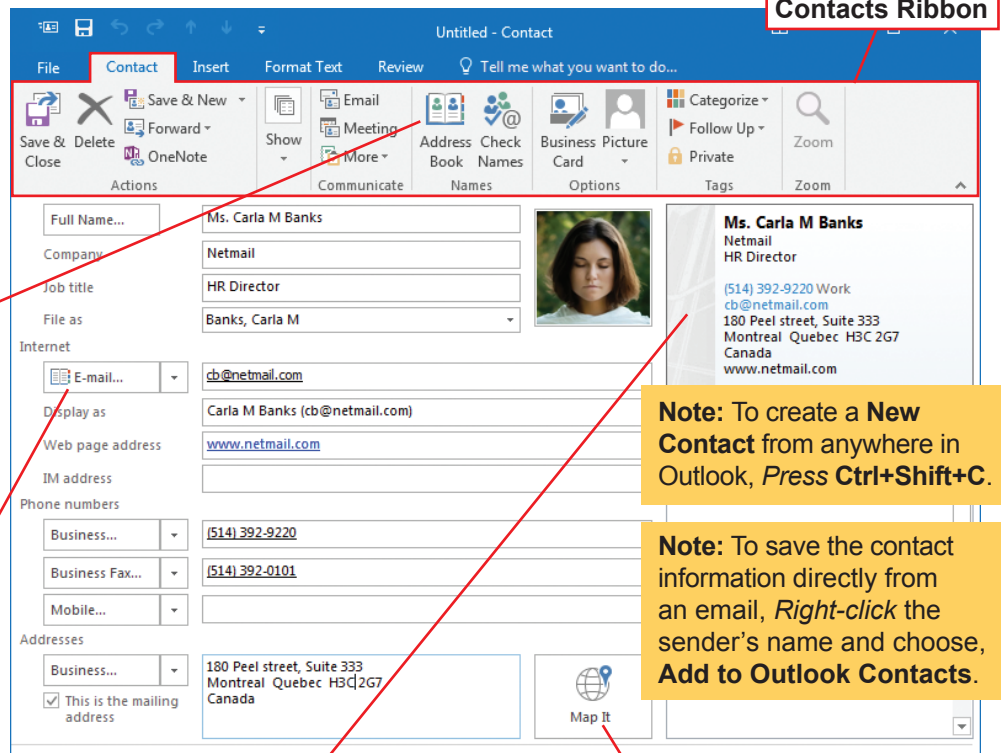
To Create a New Contact:

1. *Click* **People**  in the **Navigation bar** at the bottom of the window.
2. In the **Ribbon** of the **Contact Pane** *click* **New Contact** .

Open, Modify, and Add Contacts in the Address book:

1. *Click* the **Address Book** icon in the **Contacts Ribbon** to open the Address Book window.
2. In the **Address Book** list, choose the address book where you want to add or modify a contact.
3. Choose the contact you wish to modify, or select, **Menu > File > New Entry**.
4. Enter the contact information.
5. *Click* **Save (Ctrl+S)**.

Use the drop down menus to choose which categories you want to input.




To modify the layout of the Business Card, *double-click* in the card field and make the desired changes.

Map It: View a map of the contact's address.

Calendar and Scheduling

The Outlook **Calendar** lets you manage **Appointments** and **Tasks**. You can create multiple calendars and share calendars with others. To access your **Calendar**, *click* the **Calendar Button**  in the **Navigation Bar**.

Use the Navigation Arrows  November 27, 2014 to display the next or previous dates. *Click* a date to display the events for that day. Dates that appear in bold indicate scheduled activities.

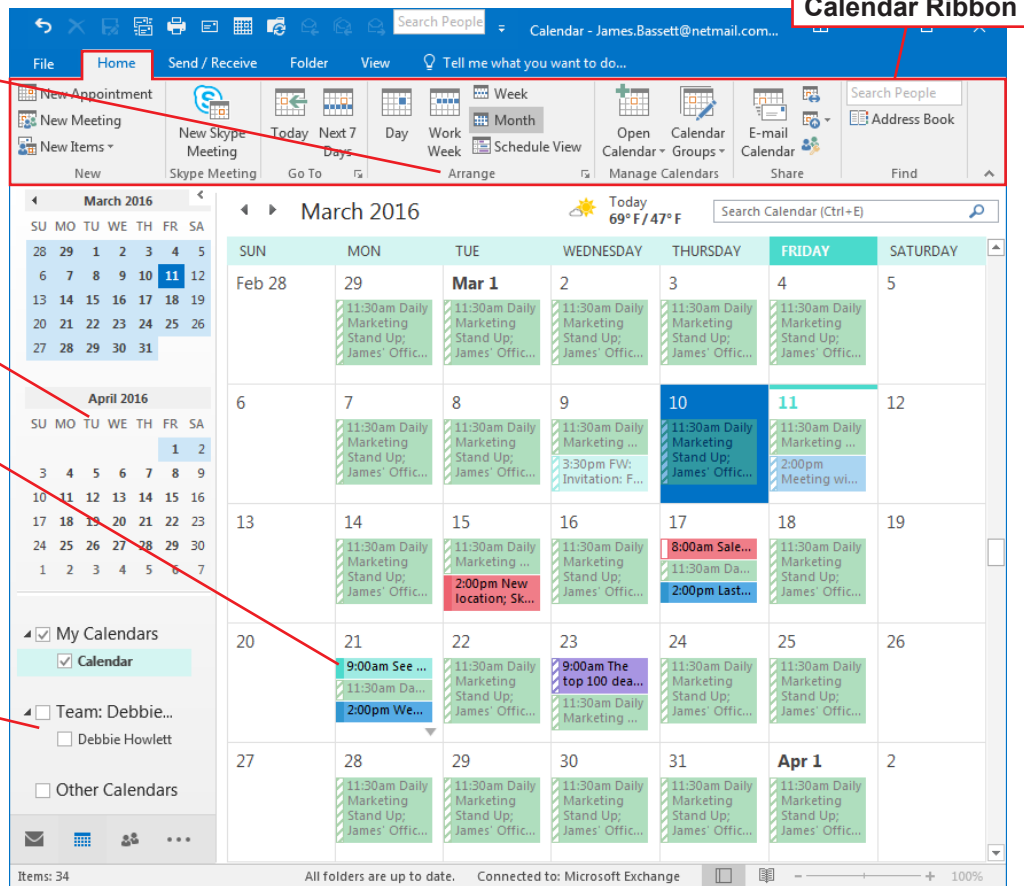
Arrange Section: Lets you select the calendar view you prefer: Day, Week, Month.

Displays calendars that you have created or calendars you have shared rights to. To manage the Calendar folders, *right-click* in the **My Calendars** field and select the desired action.


To create a new Appointment, Task or Note, *double-click* the respective item area or select the appropriate action in the **Ribbon**.

To reschedule an item, drag it to the updated date and time (does not apply to group appointments sent by another user).

To view an existing Calendar item, *double-click* it to open and view the details.

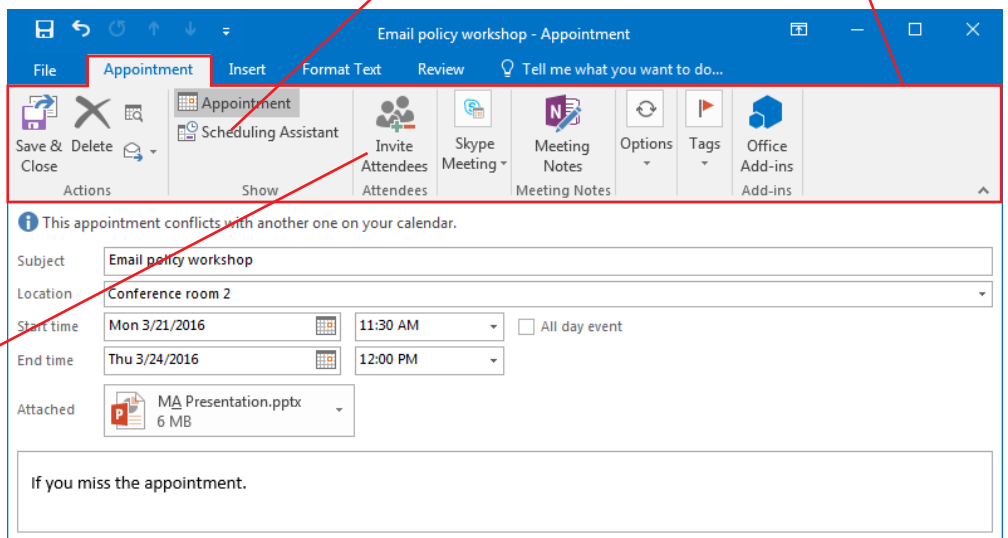


Schedule an Appointment:

1. *Click* the **New Appointment** icon  in the **Calendar Ribbon** (Ctrl+N).

Note: If there is a conflict when scheduling appointments or meetings, Outlook will automatically notify you. You can also select the **Scheduling** icon in the **Appointment Ribbon** and check the recipient(s) calendar(s) for conflicts.

2. Type a subject for your appointment in the **Subject** field.
3. Enter the meeting location in the **Location** field.
4. Enter the **Start Time** and **End Time**.
5. Type an optional message or add attachments for the appointment.
6. *Click* **Invite Attendees** in the **Appointment Ribbon** and choose which people or groups you would like to invite.
7. *Click* **Send**.





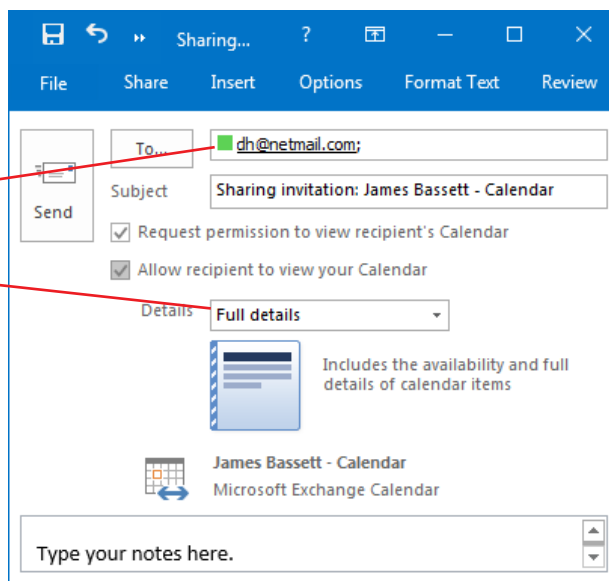
Sharing Contacts and Calendars

Outlook lets you share your contacts and calendars with people inside or outside your organization*.

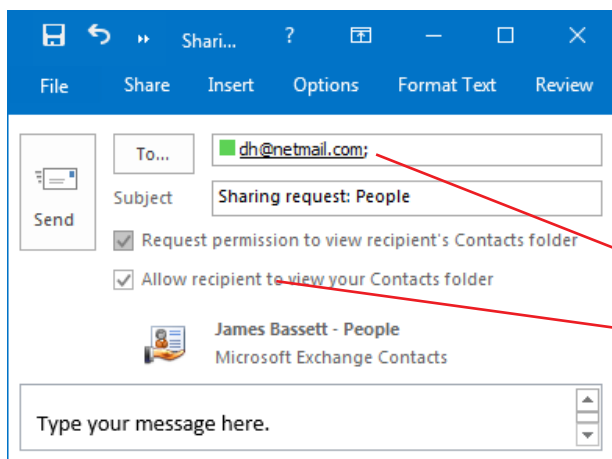
* To share with someone outside your organization they must have an Exchange or Office 365 server.

To Share your Calendar:



1. Click **Calendar**  in the **Navigation bar** at the bottom of the window.
2. In the **Ribbon** of the **Calendar Pane**, Click **Share Calendar** .
3. Type the name of the person or email address you want to share your **Calendar** with in the **To** box.
4. In **Details** specify the level of details you want to share.
5. Click **Send**.



Note: To modify the **Properties** for **Calendar** or **Contact** sharing, *right-click* the desired folder in the **Navigation Pane** and choose **Properties**, then select the **Tab** you want to modify.



To Share a Contact:

1. Click **People**  in the **Navigation bar** at the bottom of the window.
2. In the **Ribbon** of the **People Pane**, Click **Share Contacts** .
3. Type the name of the person or email address you wish to share your **Contacts** with in the **To** box.
4. Click to specify the level of permissions you want to share.
5. Click **Send**.

Keyboard Shortcuts

Table of common keyboard shortcuts that will help you navigate and work more efficiently.

Basic Navigation

| | |
|-----------------------|--------|
| Switch to Mail | CTRL+1 |
| Switch to Calendar | CTRL+2 |
| Switch to Contacts | CTRL+3 |
| Switch to Tasks | CTRL+4 |
| Switch to Notes | CTRL+5 |
| Switch to Folder List | CTRL+6 |

Quickly Create Items

| | |
|----------------------------|--------------|
| Create a Message | CTRL+SHIFT+M |
| Create an Appointment | CTRL+SHIFT+A |
| Create a Contact | CTRL+SHIFT+C |
| Create a Distribution List | CTRL+SHIFT+L |
| Create a Fax | CTRL+SHIFT+X |

| | |
|------------------------------|--------------|
| Create a Folder | CTRL+SHIFT+E |
| Create a Journal Entry | CTRL+SHIFT+J |
| Create a Meeting Request | CTRL+SHIFT+Q |
| Create a Note | CTRL+SHIFT+N |
| Create a New Office Document | CTRL+SHIFT+H |
| Post to This Folder | CTRL+SHIFT+S |
| Post a Reply in This Folder | CTRL+T |
| Create a Search Folder | CTRL+SHIFT+P |
| Create a Task | CTRL+SHIFT+K |
| Create a Task Request | CTRL+SHIFT+U |

Common Actions

| | |
|-------------------------|--------|
| Open a Received Message | CTRL+O |
| Reply to a Message | CTRL+R |

| | |
|----------------------------|--------------|
| Reply All to a Message | CTRL+SHIFT+R |
| Forward a Message | CTRL+F |
| Save | CTRL+S |
| Save and Close | ALT+S |
| Save As | F12 |
| Undo | CTRL+Z |
| Delete an Item | CTRL+D |
| Print | CTRL+P |
| Copy an Item | CTRL+SHIFT+Y |
| Move an Item | CTRL+SHIFT+V |
| Check Names | CTRL+K |
| Check Spelling | F7 |
| Flag for Follow Up | CTRL+SHIFT+G |
| Send or Post or Invite All | ALT+S |