Outlook for Mac

Microsoft

Quick Start Guide

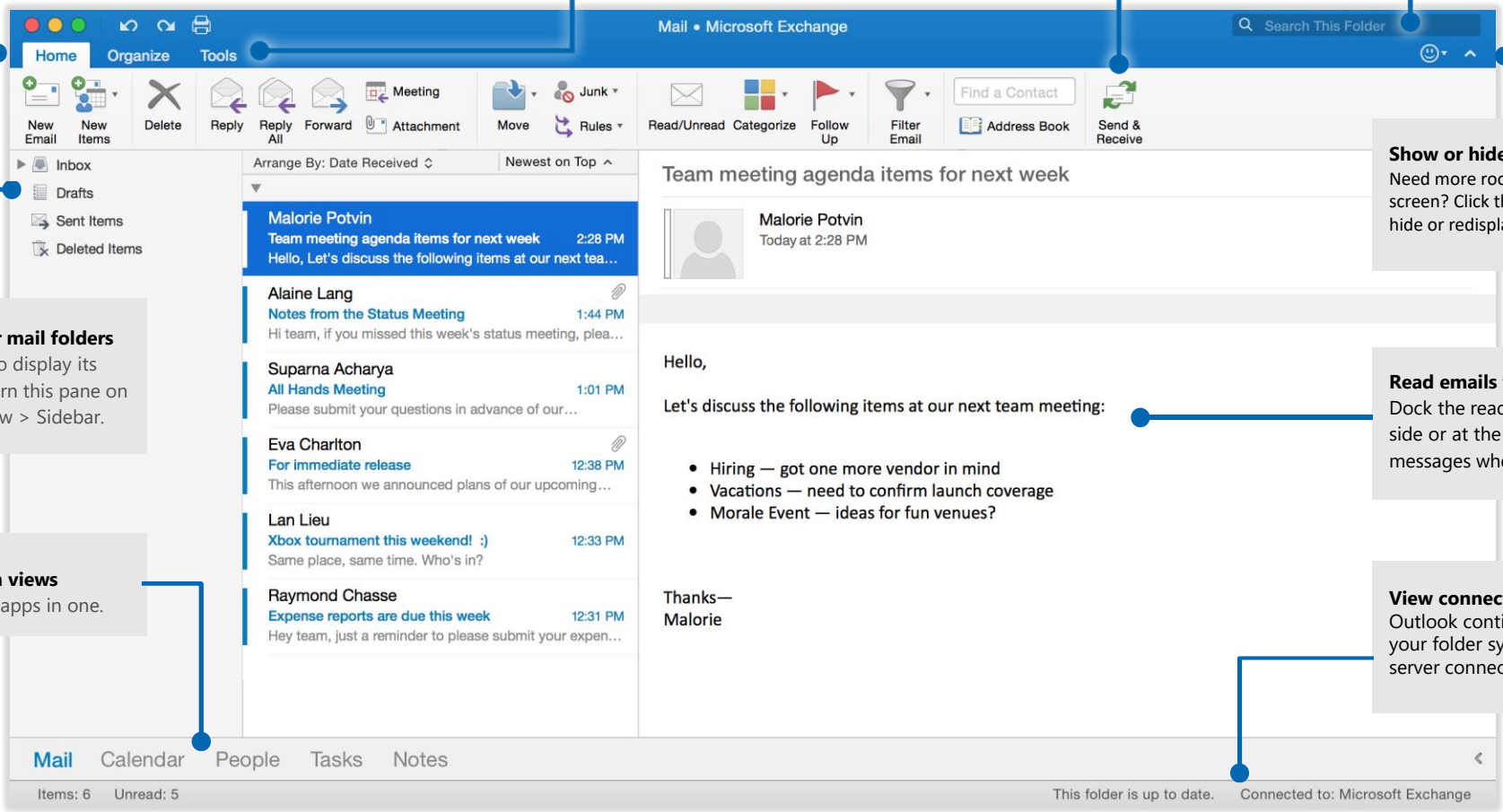
New to Outlook for Mac? Use this guide to learn the basics.

Get quick access to tools and commands
See what Outlook for Mac can do by clicking the ribbon tabs and exploring new and familiar tools.

Quick Access Toolbar
Keep popular commands right at your fingertips.

Check for new messages
Click Send & Receive to refresh the currently selected mail folder immediately.

Search your Inbox or mail folders
Start typing in the Search box to instantly find what you're looking for.



Navigate your mail folders
Click a folder to display its contents. To turn this pane on or off, click View > Sidebar.

Click to switch views
Outlook is five apps in one.

Show or hide the ribbon
Need more room on your screen? Click the arrow to hide or redisplay the ribbon.

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.

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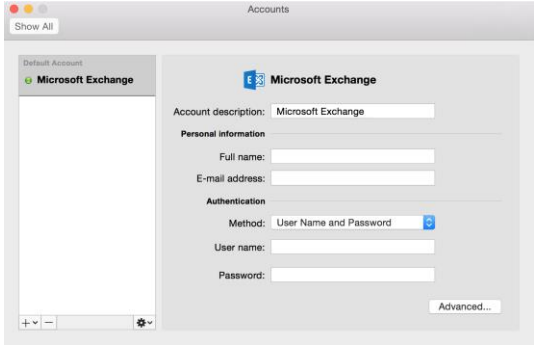
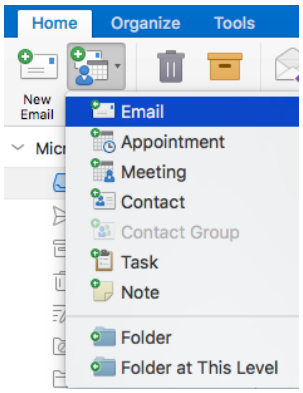
Set up your account

You can use Outlook as soon as you enter your account info. On the ribbon, click the **Tools** tab, and then click **Accounts**. Sign in with your preferred email address, or use the account information provided by your organization or school.



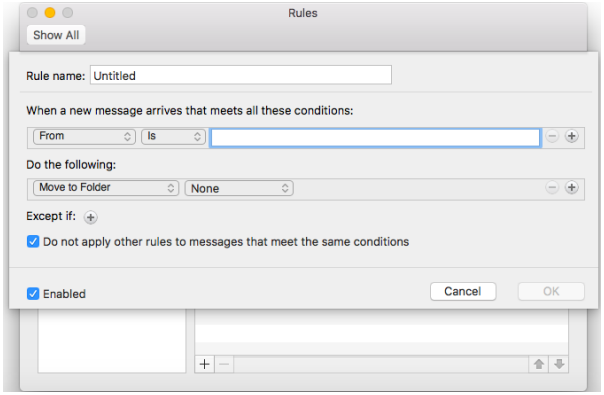
Create new items

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. On the menu bar, select **Tools**, and then select **Rules** and select the **+** sign to add a new 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**, and **Notes** views to manage all aspects of your busy life.

Commands on the ribbon 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.

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There's more to Outlook than email

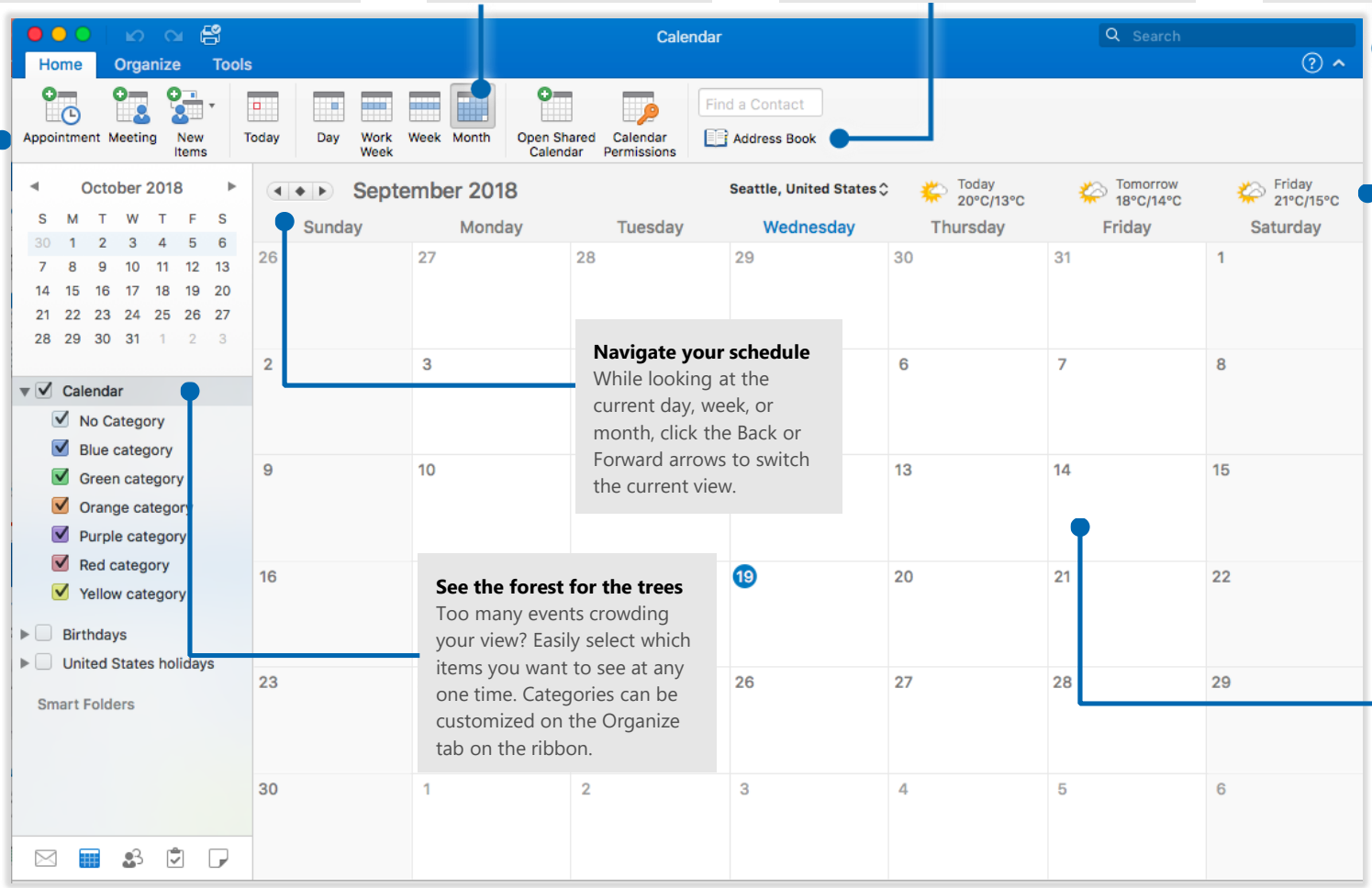
Switch to Calendar view to manage all aspects of your busy life.

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.

Search for meetings and appointments
Start typing in the Search box to instantly find what you're looking for.



Navigate your schedule
While looking at the current day, week, or month, click the Back or Forward arrows to switch the current view.

See the forest for the trees
Too many events crowding your view? Easily select which items you want to see at any one time. Categories can be customized on the Organize tab on the ribbon.

Weather at a glance
Check your weather forecast to make sure your meeting or event won't be rained out.

Create new items in place
Hold the Control key while clicking anywhere in your calendar to create a new item.

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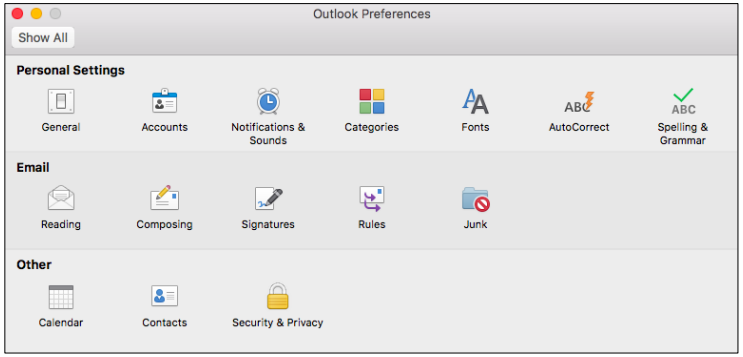
Set your preferences

Something not working quite as expected? It's easy to change and customize options at any time. On the **Outlook** menu, click **Preferences**, and then set up Outlook the way you want.