

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.

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.

Display what you need
Switch between the different Outlook features like Mail, Calendar, and People views.

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

View connection status
See your folder sync status and server connection status here.

Navigate your mail folders
Select a folder to see its contents. To turn this pane on or off, select **Layout > Folder Pane**.

Manage Outlook Groups
Communicate with teams and share conversations, messages, calendars, and events.

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

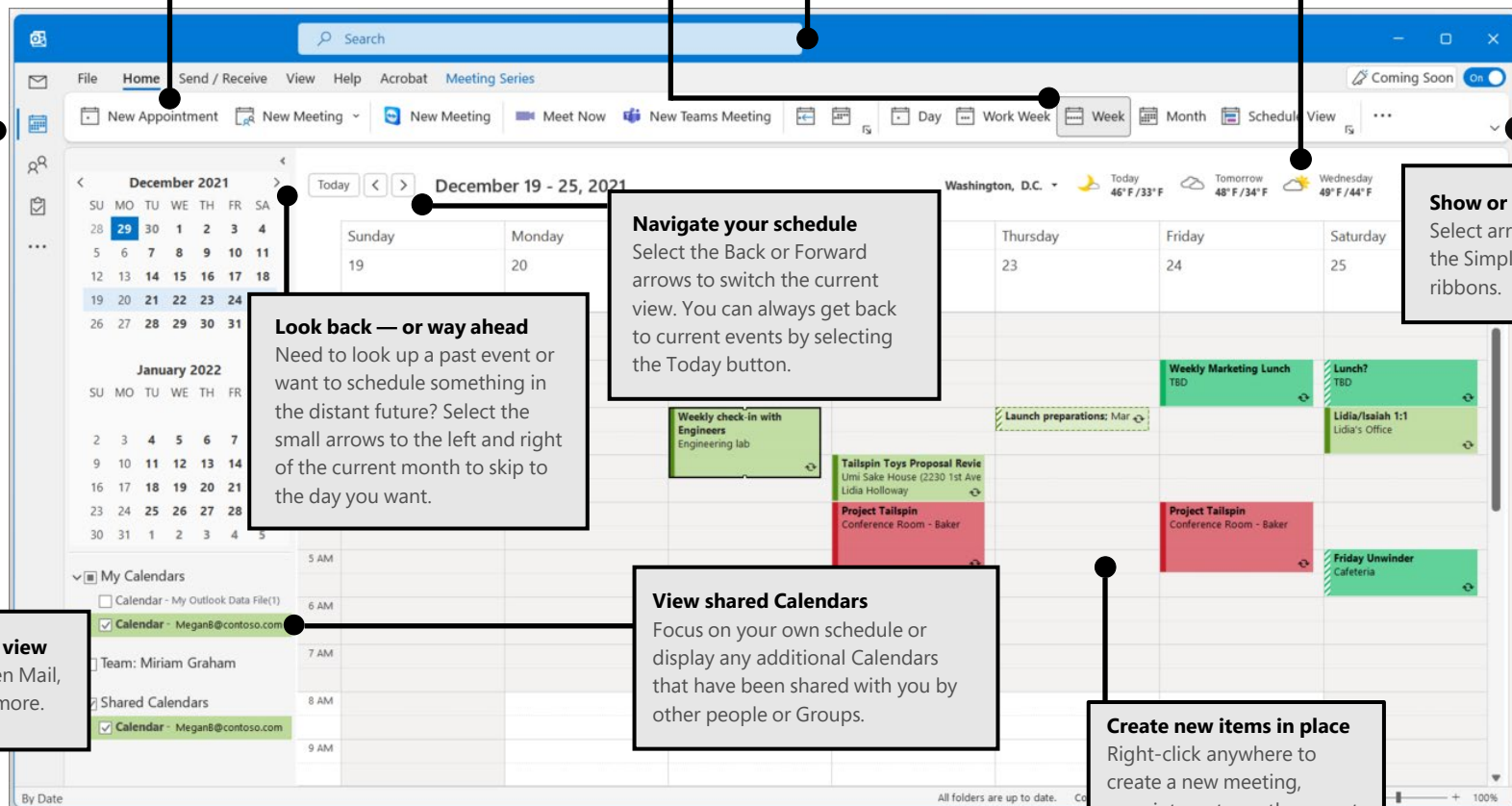
Select to see how busy your days, weeks, and months are.

Search your calendar

Start typing in the Search box to instantly find meetings, appointments and commands.

Sunshine required?

Glance at the weather forecast to make sure your meeting or event won't be rained out.



Look back — or way ahead

Need to look up a past event or want to schedule something in the distant future? Select the small arrows to the left and right of the current month to skip to the day you want.

Navigate your schedule

Select the Back or Forward arrows to switch the current view. You can always get back to current events by selecting the Today button.

Show or hide the ribbon

Select arrow to switch between the Simplified and Classic ribbons.

Change your point of view

Select to switch between Mail, Calendar, People, and more.

View shared Calendars

Focus on your own schedule or display any additional Calendars that have been shared with you by other people or Groups.

Create new items in place

Right-click anywhere to create a new meeting, appointment, or other event.