



Microsoft® Outlook 2013



Outlook is Microsoft's powerful email, scheduling, and contact management software. New tagging, filtering, and response controls have been added to the Message List and Reading Pane in Outlook 2013 and offer a more efficient and intuitive experience when

managing messages. Contact management has also received a welcomed update with the introduction of the People view, and the new Peek tool lets you preview and work with mail, calendar events and other items directly from the Navigation Bar.

The Quick Access toolbar

New All and Unread options in the Message List allow you to quickly display messages you may have missed or marked as Unread.

The new Outlook Peek preview.

The new Navigation Bar

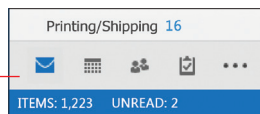
Use the tools in the Tags group to mark, flag, and categorize messages and other items.

The launch screen, which appears when you open an Office program to create a document from scratch, offers a number of handy new templates to choose from.

★ The New Navigation Bar

Outlook's primary navigation buttons are now located along the bottom of the Outlook window in the new Navigation Bar.

Note: Navigation buttons can also be displayed in minimized form at the bottom of the Folder List, as shown here:



To minimize the Navigation Button:

1. Click the More button on the right end of the Navigation Bar and choose Navigation Options.
2. In the Navigation Options dialog box, check the Compact Navigation box .

★ Outlook Peek

Mouse over each Outlook application button in the Navigation Bar to get a quick 'peek' (or preview) of calendar items, contacts (under People), and tasks.

Tip: Click the Dock button in the top-right corner of the Peek preview to lock this preview as a panel along the right side of the Outlook window.

Click dates on the Calendar preview to view scheduled meetings, holidays, and other related items. Double-click a date or item to open it.

The new Navigation Bar

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