



Microsoft® Outlook 2016



Outlook is Microsoft's powerful email, scheduling, and contact management software. Outlook 2016 introduces a powerful new Groups function, making it easier to keep project teams together with shared conversations, calendar events, and a shared filespace. Email attachment is more sophisticated, allowing you

to set access permissions for attached files shared from cloud directories. Users with Office 365 accounts also have access to the intelligent Clutter folder, which analyzes your workflow to automatically filter low-priority messages from your Inbox so you can focus on important tasks.

The Quick Access Toolbar

Enter keywords or questions in the "Tell me..." field for Microsoft Help or online information.

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

The Clutter folder. See [Using Clutter](#), page 3.

Group list. See [Outlook Groups](#), page 5.

The Outlook Peek preview.

The Navigation Bar

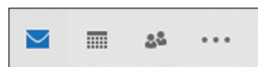
Use the tools in the Tags group to mark, flag, and categorize messages and other items.

The main viewscreen displays your working email, calendar, contact, note, or task.

The Navigation Bar

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

Note: Navigation buttons can also be minimized, as shown here on the right:



To minimize the Navigation Bar:

1. Click the ellipsis 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' at (preview of) calendar items, contacts (under **People**), and tasks.

★ "Tell me..." and Smart Lookup

Outlook 2016's new "Tell me..." query field and Smart Lookup feature put help and online research at your fingertips.

To search using the "Tell me..." field: click the **Tell me what you want to do...** text field and type a keyword or natural language question (e.g., "How do I add a line chart?"). As you type, Outlook functions relevant to your query will populate a drop-down menu. When you have finished typing, select an option to access the appropriate Outlook function or click **Get Help** for the related Outlook Help topic.

To search using Smart Lookup: type your keyword or question in the **Tell me...** field, then click **Smart Lookup** to bring up the **Insights** panel with relevant web-based answers and information (powered by Microsoft's Bing search engine). Click **Define** for definitions of terms or concepts.

Tip: Select a word or phrase in an email, right-click, and select **Smart Lookup** to research individual elements in your correspondence.

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