

Quick Start Guide

New to Outlook 2016 or upgrading from a previous version? Use this guide to learn the basics.

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

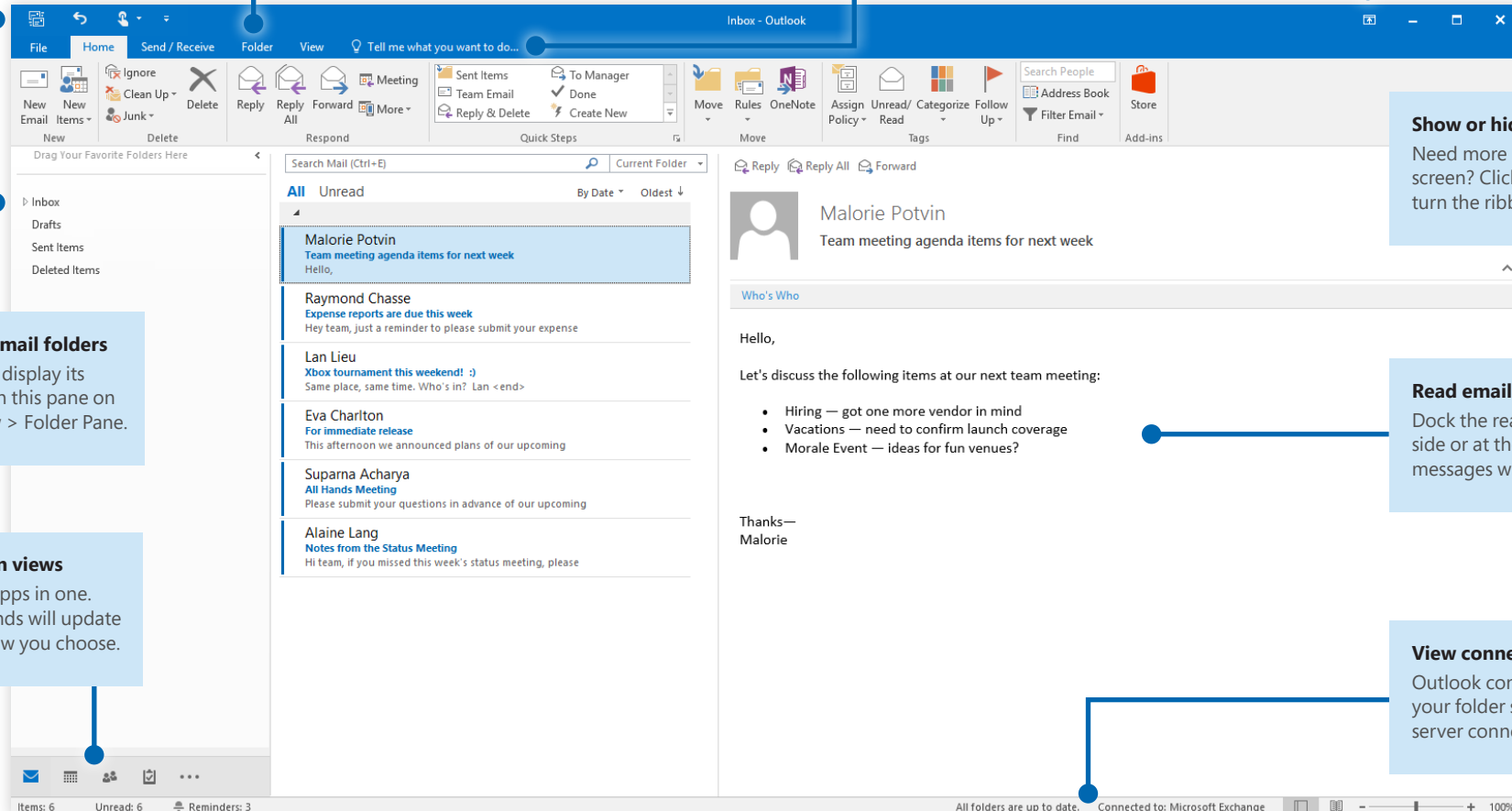
See what Outlook 2016 can do by clicking the ribbon tabs and exploring new and familiar tools.

Get help with tools and commands

Enter keywords to get help with commands or to perform a Smart Lookup on the Web.

Customize the ribbon display

Choose whether Outlook should hide ribbon commands after you use them.



Navigate your mail folders

Click a folder to display its contents. To turn this pane on or off, click View > Folder Pane.

Switch between views

Outlook is five apps in one. Ribbon commands will update to match the view you choose.

Show or hide the ribbon

Need more room on your screen? Click the arrow to turn the ribbon on or off.

Read emails faster

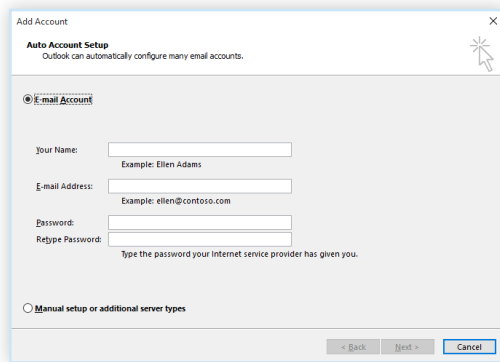
Dock the reading pane on the side or at the bottom to view messages where you want to.

View connection status

Outlook continuously displays your folder sync status and server connection status here.

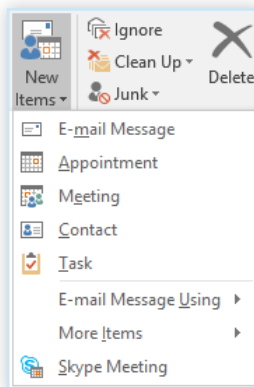
Set up your account

You can use Outlook 2016 as soon as you enter your account info. On the ribbon, click **File > Info** and then click the **Add Account** button. Sign in with your preferred email address, or use the information provided by your company or school.



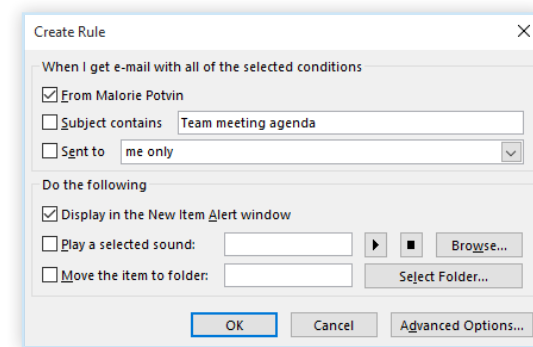
Create new items

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

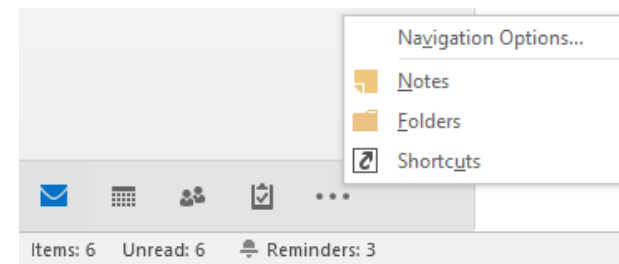
If you regularly receive large amounts of email from different sources, consider setting up rules that automatically file messages into mail folders you've created. Start by clicking the **Organize** tab, and then click **Rules > Create Rule**.



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**, **Notes**, and **Folders** views to manage all aspects of your busy life.

Commands on the ribbon will 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.



There's more to Outlook than email

Switch to the other views 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

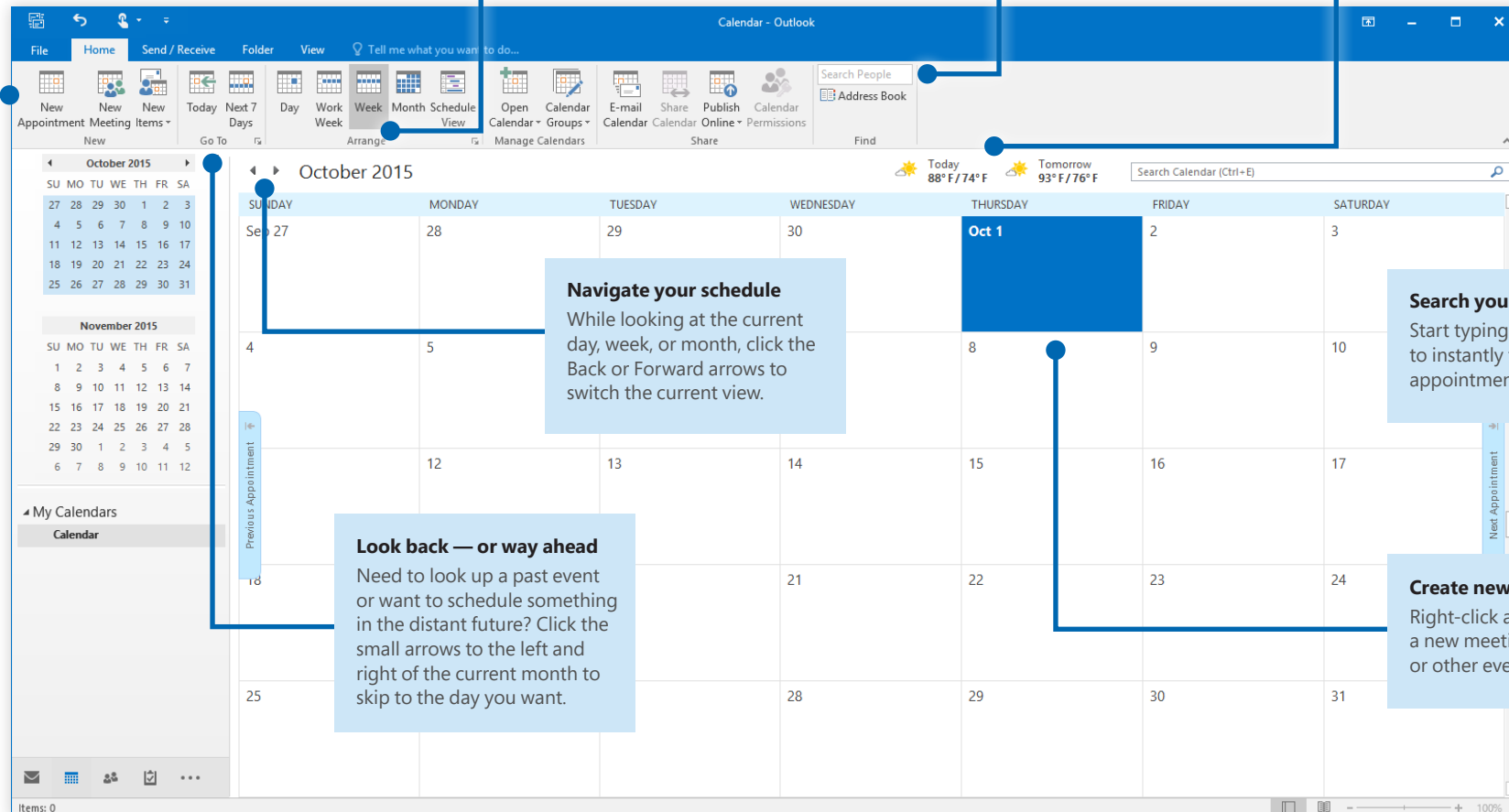
Click to see how busy your days, weeks, and months are.

Look someone up before scheduling

Type a name and search to verify someone's contact info before setting up a meeting.

Sunshine required?

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



The screenshot shows the Outlook 2016 Calendar interface. The ribbon at the top includes tabs for File, Home, Send / Receive, Folder, View, and a search bar. The Home tab is active, showing various calendar management options like 'New Appointment', 'New Meeting', 'New Items', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar', 'Calendar Groups', 'E-mail Calendar', 'Share Calendar', 'Publish Online', and 'Calendar Permissions'. A search bar for 'Search People' and 'Address Book' is also visible. The main area displays a calendar for October 2015, with a detailed view of the week starting on Sunday, October 27. A weather forecast for 'Today' (88°F/74°F) and 'Tomorrow' (93°F/76°F) is shown at the top right. A search bar for the calendar is located on the right side. The left sidebar shows 'My Calendars' with 'Calendar' selected. The bottom status bar indicates 'Items: 0'.

Navigate your schedule

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

Search your calendar

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

Look back — or way ahead

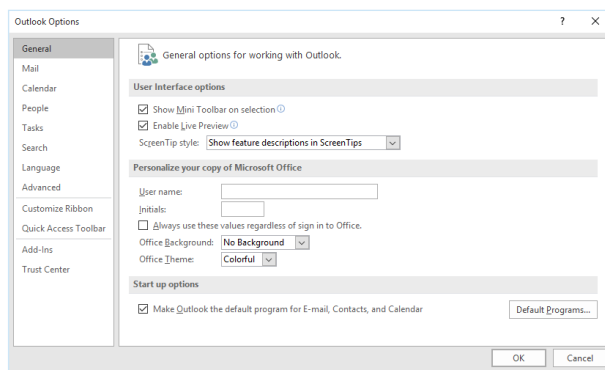
Need to look up a past event or want to schedule something in the distant future? Click the small arrows to the left and right of the current month to skip to the day you want.

Create new items in place

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

Set your preferences

Something not working quite as expected? It's easy to change and customize options at any time. Click **File > Options**, and then set up Outlook 2016 the way you want.



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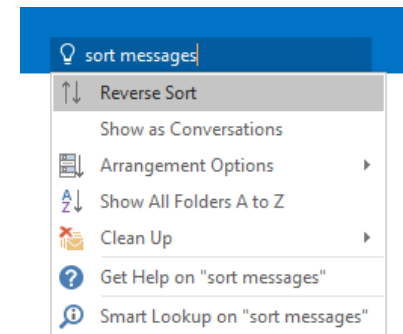
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If you have any feedback about our guides, please submit your comments at the bottom of the download page. Thank you!



Get help with Outlook

Type a keyword or phrase into the **Tell me what you want to do** box on the ribbon to find the Outlook features and commands that you're looking for, read our online **Help** content, or perform a **Smart Lookup** on the Web for more insights.



Send us your feedback

Love Outlook 2016? Got an idea for improvement? Click **File > Feedback** to open the Windows Feedback app, from where you can send kudos, gripes, and ideas directly to the Outlook development team.

