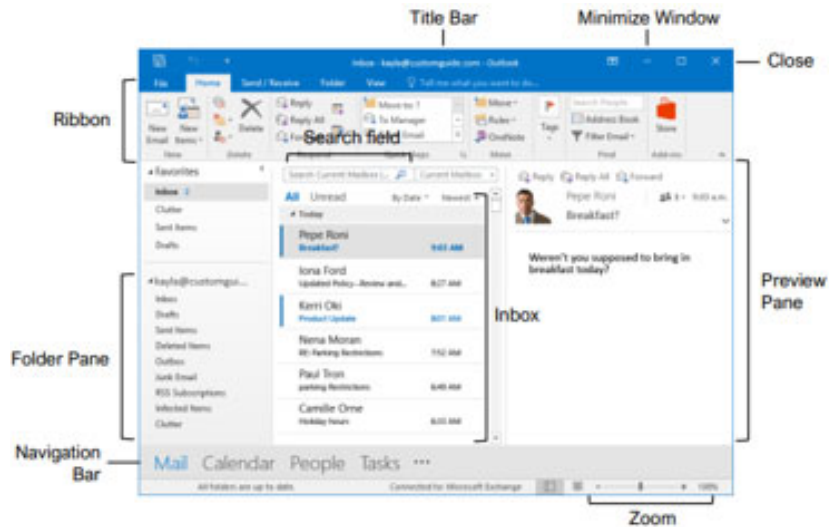





Outlook 2016 Basic Quick Reference Guide


Outlook 2016 Screen





The Fundamentals

Navigate Outlook: Click the icon (or label) for the view you want to open.


 **Mail** view displays your inbox and lets you browse your mail. The ribbon will display commands related to composing and managing email messages.

 **Calendar** view displays your calendar. The ribbon will display commands that let you view, create, and edit meetings and appointments.

 **People** view displays your contact list. The ribbon will show commands that let you create and edit your contacts and contact groups.

 **Task's** view displays your task list. The ribbon will show commands that let you create and modify tasks.

Use the Folder Pane – click a folder in the Folder pane to display that folder's contents.

Delete an Item – select an email, contact, appointment, or tasks, then click the **Delete**  **button** on the Home tab of the ribbon.

Restore a Deleted Item – Click the **Deleted Items** folder in the Folder pane, then click and drag an item back to its original folder.

Change Views – Click the **View** tab on the ribbon, then click the

Change View  **button** and select a view.



Outlook 2016 Basic Quick Reference Guide

Searching

Search – click in the **Search field** at the top of the inbox and begin typing your search.

Refine Search Results – while searching, use the options in the Scope group on the Search tab.

Current Mailbox – searches all folders within the selected mailbox. **Current Folder** – only searches within the selected mailbox.

Subfolders – expands the search to include all the current folder’s subfolders. **All Outlook Items** – searches everything.

From – lets you filter messages from specific senders **Subject** – lets you filter by words in the subject line.


Has Attachments – lets you filter results by whether they have attachments. **Categorized** – filters by categories.

This Week – displays only items from the current week. **Unread** – searches only unread messages.

Flagged – searches only flagged items. **Important** – only displays items set to high importance.

More - lets you apply advance criteria.

Mail


Compose Email – Click the **New Email**  **button** on the Home tab. Enter the recipients, and subject, and a message body, then click **Send**.


Types of Recipients – When composing a new email, enter the email address in the address fields.


- **To** contains the primary recipients, whom the message is directed to.
- **CC (Carbon Copy)** sends a copy of the message. While not the primary audience, these recipients may want to see the information presented. The **CC** field is visible to all recipients.
- **BCC (Blind Carbon Copy)** sends a copy of the message, while keeping the BCC field secret to other recipients.


View an Email in the Reading Pane – Select an email from the inbox to display it.


Open an Email in a New Window – double-click an email in the inbox.

Mark an Email Read or Unread – Opening an email, or displaying it in the Reading pane, will automatically mark and unread email as read. Click the **Unread/Read**  **button** on the Home tab to toggle an email read or unread.

Reply to an Email – Select an email in the inbox (or open an email in its own window) and click **Reply**  **button** on the ribbon.

Reply to All Recipients of an Email – Select an email in the inbox (or open an email in its own window) and click the **Reply All**  **button** on the ribbon.

Forward an Email – Select an email in the inbox (or open an email in its own window) and click the **Forward**  **button** on the ribbon.

Create a Signature – while composing an email click the **Signature**  **button** on the messages tab and select **Signatures**. Click the **New** **button**, enter a name for the signature and click **OK**. Create the signature in the **Edit signature section** and click **OK**.





Outlook 2016 Basic Quick Reference Guide

Mail (Continued)


Insert a Signature – While composing an email, click the **Signature**  button on the Message tab and select signature.

Attach a File – While composing an email, click the **Attach File**  button on the Message tab. Select a file, then click **Insert**.


Insert a Picture – While composing an email, click the **Insert tab**, click the **Pictures**  button, select a picture, and click **Insert**.


Send Out of Office Replies – Click the **File tab**, click the **Automatic Replies button** on the Info tab, then click the **Send Automatic Replies**  button. Set the start and end dates for the auto reply, enter a message, and click **OK**.

Set Message Priority – While composing an email, click the **High Importance**  or **Low Importance**  button on the Message tab.

Insert a Hyperlink – While composing an email, click the **Insert tab**, click the **Hyperlink**  button, select a type of link, fill in where the link will lead, and click **OK**.

Set Categories, Flags and Reminders – You can add a flag, set a reminder for a flagged email, and assign a color category to an email message to organize your inbox.

Setting a Follow Up Flag – Select the email message, select the **Flag**  button beside the email you wish to set the follow-up flag for. The flag turns red, and a Follow Up message appears in the header of the email message. Follow-Up flags should be used for actionable items only.

Setting a Reminder – Select the email message for which you wish to set the reminder for. Select **Home → Follow Up → Add Reminder**. In the **Custom** box, for **Flag to**, select **Follow up** or type a description. Check the **Reminder box**, enter a date and time and then select **OK**. An alarm bell  icon will appear on the message. To change the time for the reminder, select **Follow Up**, select **Add Reminder**, edit the time, and then select **OK**.



Create a Color Category – In any message folder, in the **Tags group** on the Ribbon, select **Categorize → All Categories**. In the Color Categories dialog box, select **New**. Type a name for the category and select a color and optionally, a shortcut key. Then select **OK**.


Assign a Color Category – To assign a color category from the reading pane or an open message, select **Categorize** from the **Tags group** on the ribbon and then select a category from the list.






Outlook 2016 Basic Quick Reference Guide

People

Add New Contact – Click the **New Contact**  button on the Home tab. Fill in the fields with the information that you have, then click the **Save & Close**  button.




View the Address Book – Click the **Address Book**  button on the Home tab. Double-click a contact to open it to see more information.



Add a Contact from the Address Book – Click the **Address Book**  button on the Home tab, double-click a contact, click the **Add to Contacts** button, enter any additional information you have, then click the **Save & Close**  button.


Edit a Contact – Double-click a contact to open it in a new window, fill in the information fields with any additional information you have, then click the **Save & Close**  button.

Import Contacts – Click the **File** tab, click **Open & Export**, and click **Import from Another Program or File**, then click **Next**. Select a type of file to import, then click **Next**. Select a type of file to import, then click **Next**. Click **Browse**, select a file, click **OK**, then click **Next**, then click **Finish**.

Share a Single Contact – Select a contact, click the **Forward Contact**  button on the Home tab, and select a sharing format. Address and compose the resulting email, then click **Send**.

Creating a Contact Group – Click the **New Contact Group**  button on the Home tab, give the contact group a name, and click the **Add Members**  button. Select a source for a contact and double-click a contact to add it. Add as many contacts as you would like, click **OK**, then click the **Save & Close**  button.

Add Members to a Contact Group – Double-click on a contact group to open it, click the **Add Members**  button, select a source, and double-click a contact to add it. Click **OK**, then click the **Save & Close**  button.


Remove Members from a Contact Group – Double-click a contact group to open it, select a contact from the list, and click the **Remove Member**  button.



Outlook 2016 Basic Quick Reference Guide

Calendar

Create an Appointment – From the calendar view, click the **New Appointment**  button on the Home tab. Enter the appointment's details, subject, location, and start and end time, then click the **Save & Close**  button.

Edit an Appointment – Double-click an appointment to open it, edit the appointment details, then click the **Save & Close**  button.

Reschedule an Appointment – Click and drag an appointment on the calendar to move it to a different day (in Month View) or time (in Day, Week, and Work Week view).


Create an All-Day Event – While creating or editing an appointment, check the **All-day event** checkbox.

Set a Reminder – While creating or editing an appointment, click the **Reminder** list arrow and select how long before the event you would like to be reminded.


Change Availability – While creating or editing an appointment, click the **Show As** list arrow and select an availability:


- **Free** shows that you are available
- **Working Elsewhere** indicates that you are working from another location.
- **Tentative** shows that you have tentative plans and may or may not be available.
- **Busy** indicates that you are busy and not available.
- **Out of Office** shows that you are out of the office and not available.


Set Priority – While creating or editing an appointment, click the **High Importance**  button, or the **Low Importance**  button, on the Appointment tab.


Create a Meeting – While viewing the calendar, click the **New Meeting**  button on the Home tab. Click **To...** and double-click the contacts you want to invite to the meeting, then click **OK**. Enter the meeting subject, location, date and time, and a message, then click **Send**.







Using the Scheduling Assistant – While you are viewing the new meeting, select the **Scheduling Assistant** tab to see the availability of the individuals you need to meet with and also find a physical room for your meeting.

Track Meeting Responses – Select a meeting in your calendar and click the **Tracking**  button on the Meeting tab.

Creating a Recurring Appointment – While creating or editing an appointment, click the **Recurrence**  button on the Meeting tab. Choose a recurrence pattern, set a time range for the recurrence, then click **OK**.

Edit a Recurring Appointment – Double-click a recurring appointment to open it, then choose whether to edit **Just this one** appointment or **The entire series**. Edit the appointment or the recurrence settings, then click the **Save & Close**  button.

Deleting a Recurring Appointment – Select a recurring appointment in the calendar, click the **Delete**  button on the Home tab, and select **Delete Occurrence** (to delete a single instance of the appointment) or **Delete Series** (to delete the entire series).

Respond to an Invitation – Select an invitation in your inbox, click the **Accept**  button, the **Tentative**  button, or the **Decline**  button in the preview pane. Or, select an invited event in your calendar, click the **Accept**  button, the **Tentative**  button, or the **Decline**  button on the Meeting Series tab. Select whether to send a response and whether to edit it.