

# Outlook

# Quick Start Guide

New to Outlook? Use this guide to learn the basics.

## Quick Access Toolbar

Keep favorite commands  
permanently visible.

## Explore the ribbon

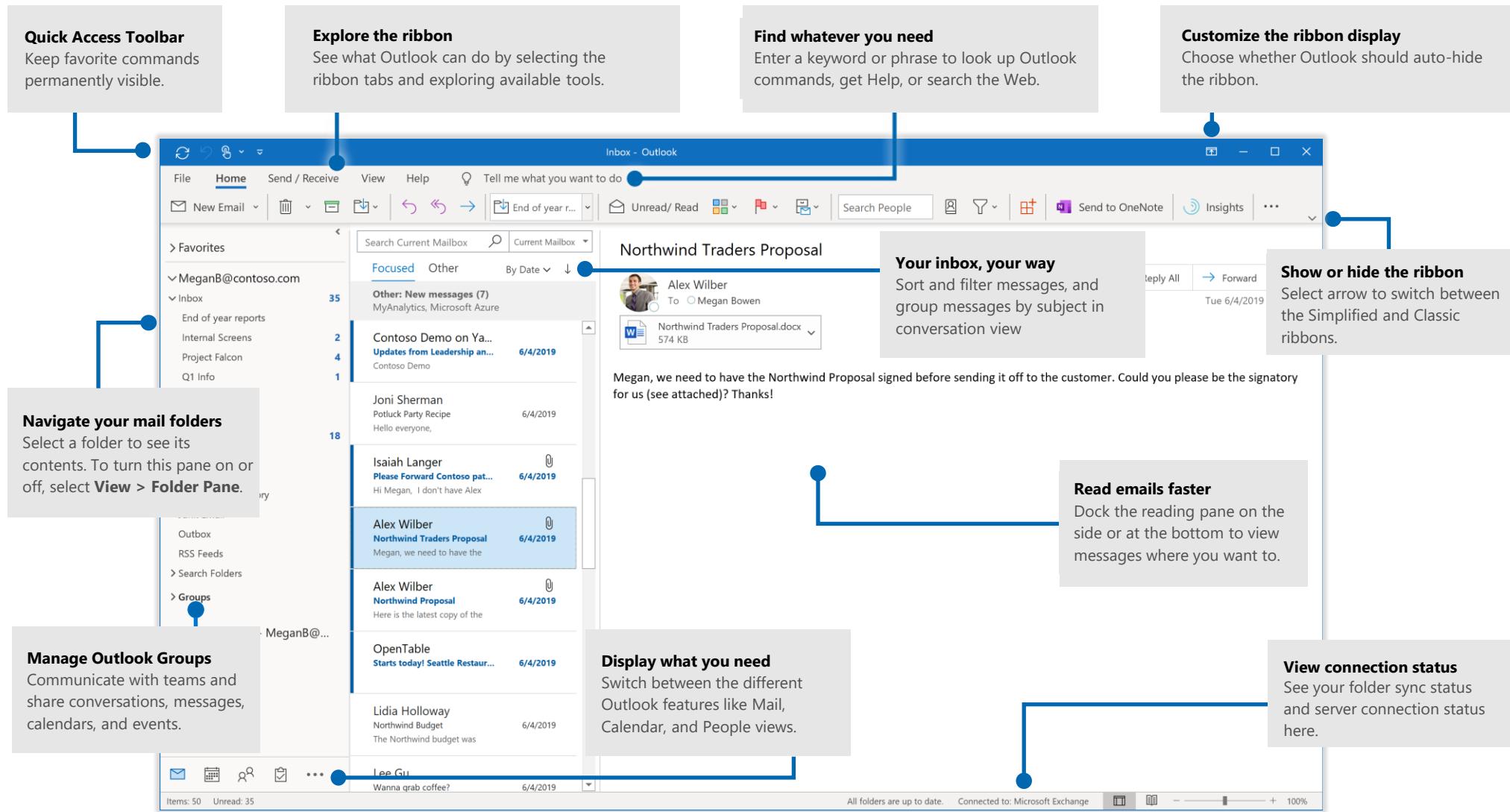
See what Outlook can do by selecting the ribbon tabs and exploring available tools.

**Find whatever you need**

Enter a keyword or phrase to look up Outlook commands, get Help, or search the Web.

## Customize the ribbon display

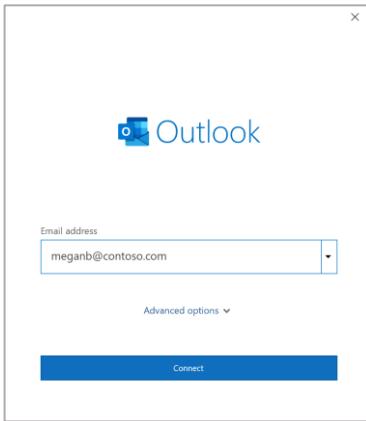
Choose whether Outlook should auto-hide the ribbon.



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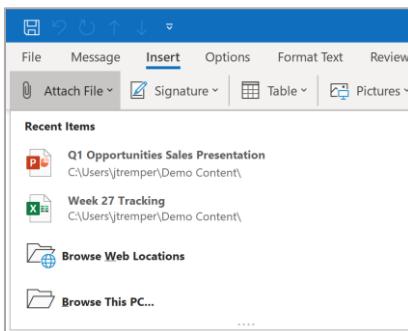
## Set up your account

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



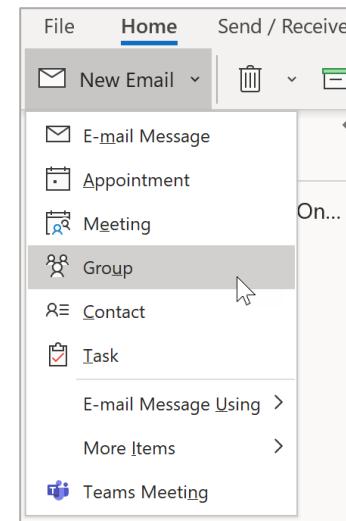
## Attach files without searching

Need to attach a picture or a document? Outlook saves you time by keeping a list of your recently used files. Select the **Attach File** button while composing a new message or meeting invitation, and then select the file you want to attach.



## Set up an Outlook group

If you're running Outlook as part of an eligible Office 365 subscription, you can use **Groups** instead of distribution lists to more effectively communicate and collaborate with members of a team or an organization.

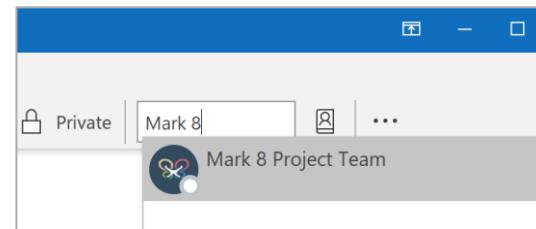


To create a new group in Outlook 2016, On the ribbon, select **Home**, and then select **New Items > Group**.

If you don't see this as an option on this menu, contact the administrator of your Microsoft Office 365 subscription for more information.

From the Inbox of any of your Groups, you and the other members can start or join a conversation, create or confirm team events, see a list of members, and get notifications about interactions on any of your shared posts.

To join an existing group, start by searching for its name. On the ribbon, select **Home**, enter a keyword or phrase into the **Search People** box, and then select the group you want to join.



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## Outlook is more than just email

Easily switch between Mail, Calendar, People, and more.

### Easy to use Calendar tools and commands

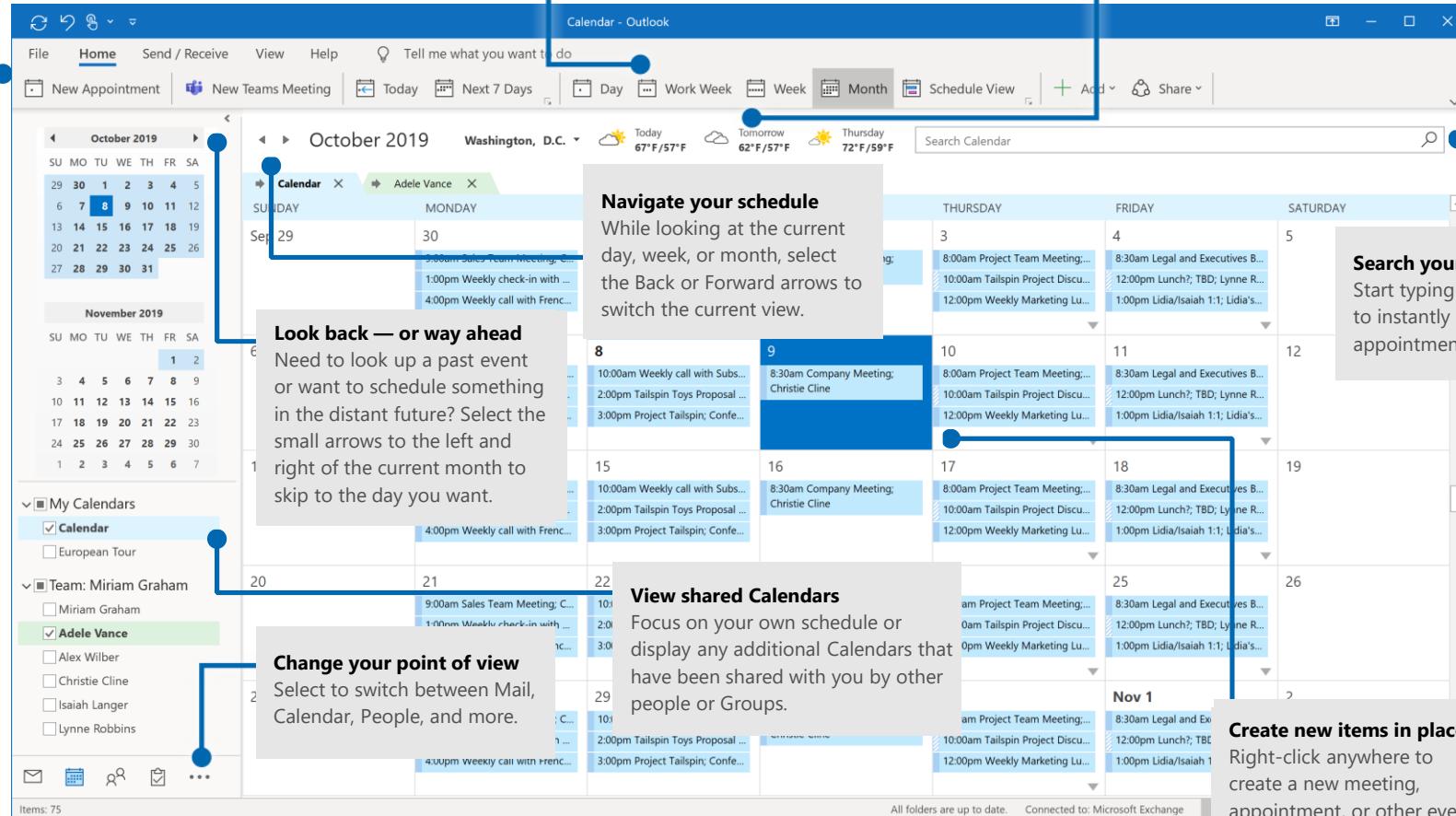
In Calendar view, the ribbon displays everything you need to manage every day, week, month, and year.

### Switch your point of view

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

### Sunshine required?

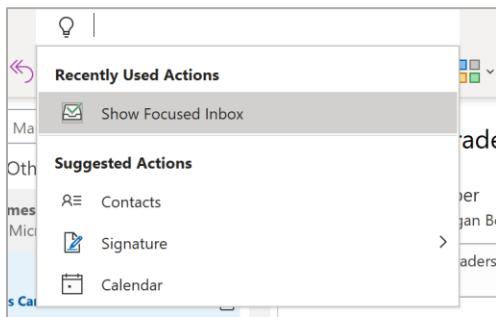
Glance at the weather forecast to make sure your meeting or event won't be rained out.



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## Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Outlook features and commands you're looking for, to discover **Help** content, or to get more information online.



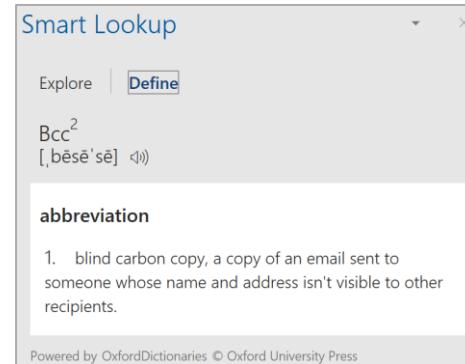
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## Look up relevant information

With **Smart Lookup**, Outlook searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context to information you need to share with other people.



## Next steps with Outlook

### See what's new in Office

Explore the new and improved features in Outlook and the other apps in Office 365. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

### Get free training, tutorials, and videos for Office

Ready to dig deeper into the capabilities that Outlook has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871123> to explore our free training options.

### Send us your feedback

Love Outlook? Got an idea for improvement to share with us? On the **File** menu, select **Feedback** and then follow the prompts to send your suggestions directly to the Outlook product team. Thank you!