

Outlook 2016 for Mac



Quick Start Guide

This new version of Outlook is thoughtfully designed for your Mac. Use this guide to learn the basics.

Get quick access to tools and commands

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

Quick Access Toolbar

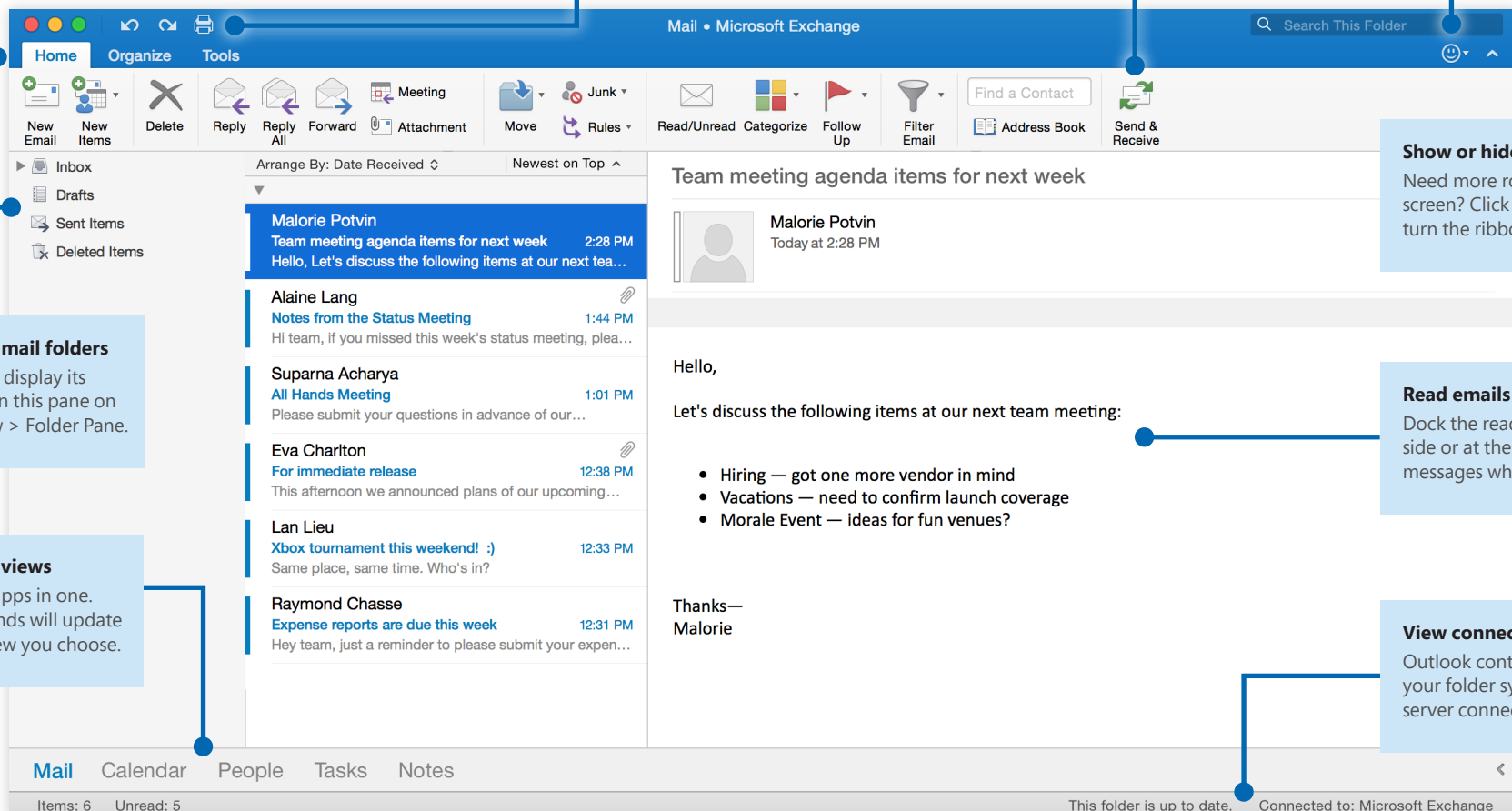
Keep popular commands right at your fingertips.

Check for new messages

Click Send & Receive to refresh the currently selected mail folder immediately.

Search your Inbox or mail folders

Start typing in the Search box to instantly find what you're looking for.



Navigate your mail folders

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

Click to switch 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

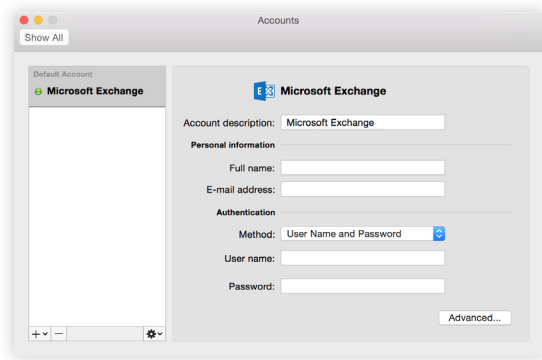
Dock the reading pane on the side or at the bottom to view messages where you want to.

View connection status

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

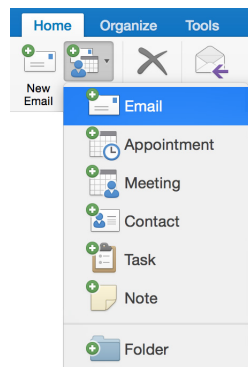
Set up your account

You can start using Outlook as soon as you enter your account info. On the ribbon, click the **Tools** tab, and then click **Accounts**. Sign in with your preferred email address, or use the account information provided by your organization or school.



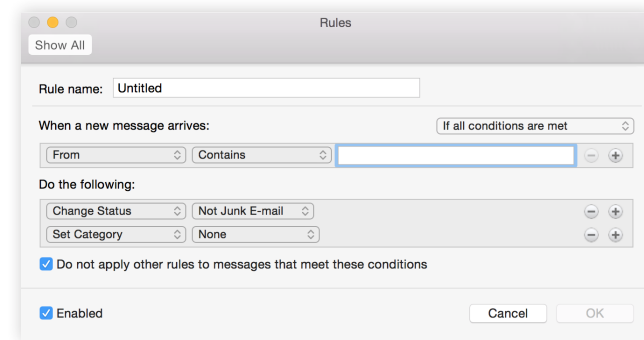
Create new items

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

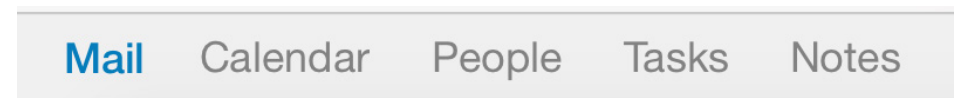
If you regularly receive large amounts of email from different sources, consider setting up rules that automatically file messages into mail folders you've created. Start by clicking the **Organize** tab, and then click **Rules > Create Rule**.



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**, and **Notes** 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.



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There's more to Outlook than email

Switch to Calendar view 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.

Search for meetings and appointments

Start typing in the Search box to instantly find what you're looking for.

The screenshot shows the Outlook 2016 for Mac interface in the Calendar view. The ribbon at the top includes 'Home', 'Organize', and 'Tools' tabs. The 'Home' tab contains icons for 'Appointment', 'Meeting', 'New Items', 'Today', 'Go To', 'Day', 'Work Week', 'Week', 'Month', 'Open Shared Calendar', and 'Calendar Permissions'. The 'Organize' tab has a 'Find a Contact' search box and an 'Address Book' icon. The main calendar area displays a monthly view for July 2015, with a detailed view for the week of July 28-31. A sidebar on the left shows a category list: 'No Category', 'Blue Category', 'Green Category', 'Orange Category', 'Purple Category', 'Red Category', and 'Yellow Category'. A weather forecast for Seattle, WA is shown at the top right, indicating 'Today 78°F/60°F' and 'Tomorrow 81°F/57°F'. A search box at the top right is labeled 'Search This Folder'. The bottom of the window shows a navigation bar with 'Mail', 'Calendar', 'People', 'Tasks', and 'Notes'.

Navigate your schedule
Whether you're looking at the current day, week, or month, click the Previous, Today, or Next buttons to switch the current view.

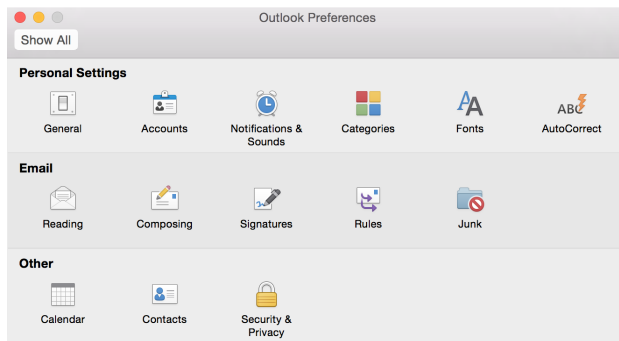
See the forest for the trees
Too many events crowding your view? Easily select which items you want to see at any one time. Categories can be customized on the Organize tab on the ribbon.

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

Create new items in place
Hold the Control key while clicking anywhere in your calendar to create a new item.

Set your preferences

Something not working quite as expected? It's easy to change and customize options at any time. On the **Outlook** menu, click **Preferences**, and then set up Outlook the way you want.



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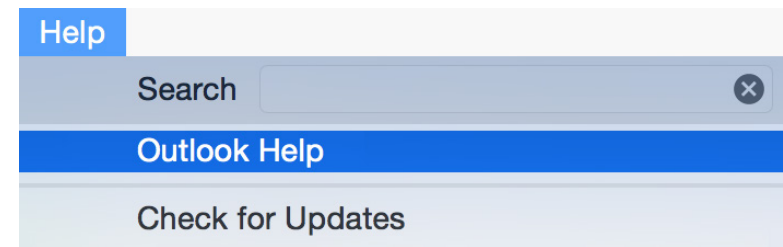
Outlook is just one of the newly designed apps in the new Office 2016 for Mac. Visit <http://aka.ms/office-mac-guides> to download our free Quick Start Guides for the new Mac versions of Word, Excel, PowerPoint, and OneNote.

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

On the menu bar, click **Help** to search for the Outlook features and commands that you need help with, or click **Outlook Help** to browse through popular content. To let us know if the information we've provided has been useful to you, use the feedback form at the bottom of each of our Help articles.



Send us your feedback

Love Outlook for Mac? Got an idea for improvement? Click the smiley face icon in the upper right corner of the app window to send your feedback directly to the Outlook development team.

