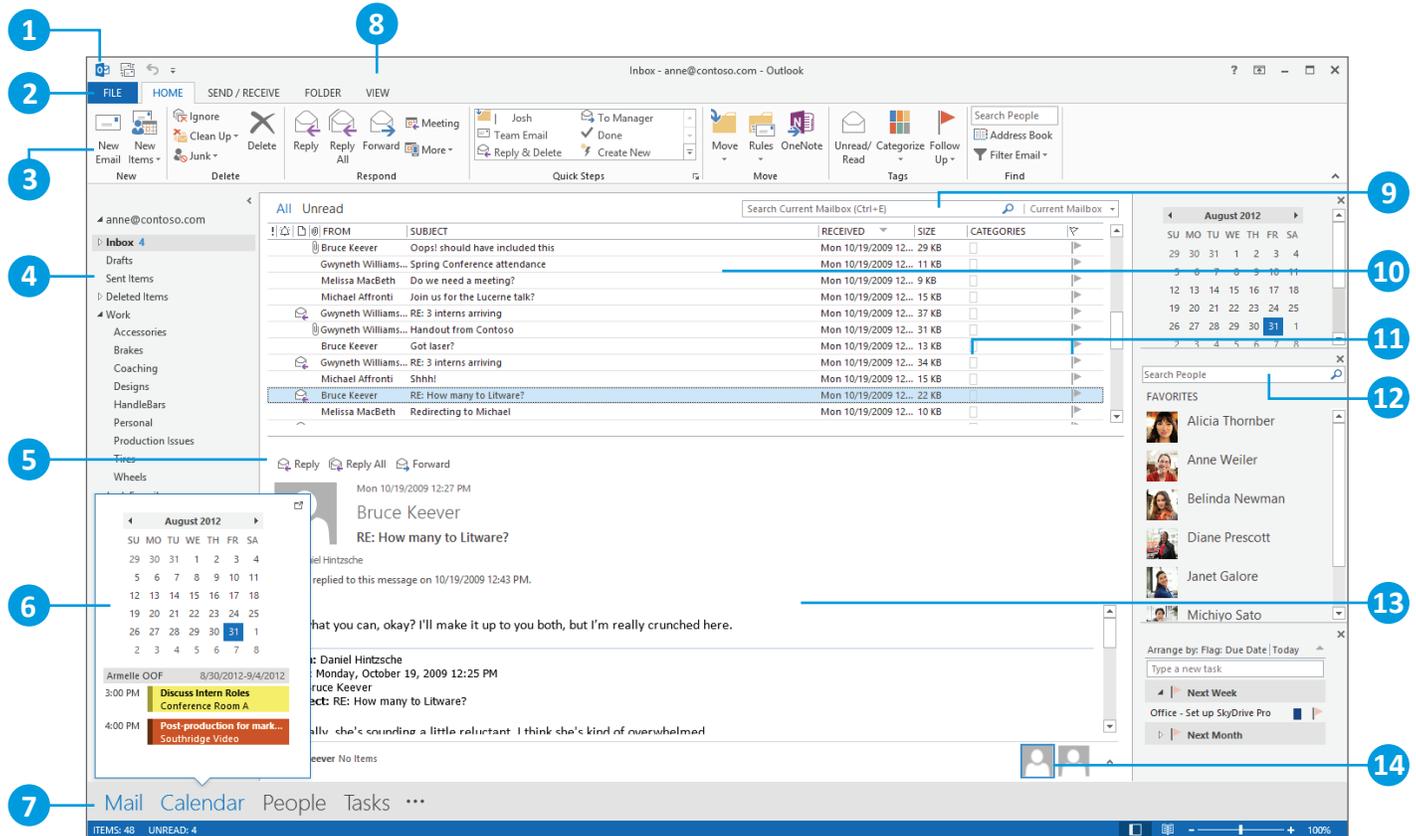


Quick Start Guide

Microsoft Outlook 2013 looks different from previous versions, this guide is intended to minimize your learning curve.

Microsoft Outlook 2013 organizes your emails, calendars, contacts, tasks, and to-do lists, all in one place. It all starts with your email account. From there you can start working with emails, turning them into tasks or appointments, and storing the people you interact with in your contacts, so you never have to remember an email address or phone number. Let's take a quick walk-through of those basic steps.



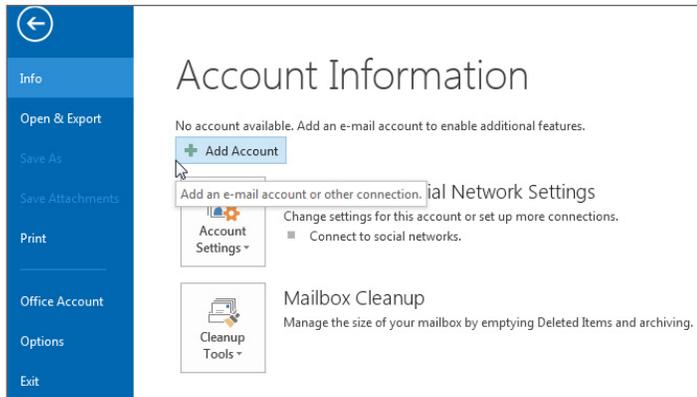
The Outlook Window

- 1 Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- 2 Backstage View** – contains tools to manage Outlook settings.
- 3 Ribbon** – contains groups of tools for use with Outlook 2013.
- 4 Navigation Pane** – contains shortcuts to Outlook folders and sections.
- 5 Reply from the Reading Pane** – reply and Forward right from the reading pane. Write a reply in the reading pane, too.
- 6 Peek** – see a quick view of your Calendar, People, and Tasks. Even see upcoming appointment.
- 7 Navigation Bar** – switch between Mail, Calendar, People, and Tasks hubs, as well as Navigation Options, Notes, Folders, and Shortcuts.
- 8 Tab Bar** – contains tabs that display tools and commands in the ribbon.
- 9 Search** – you can search a folder, subfolders, even other mailboxes.
- 10 View Pane (Message List)** – displays the contents of the selected folder.
- 11 Manage Message Tasks in the Message List** – categorize, Flag, or Delete messages right where they live—in the Message List
- 12 Do More in the To-Do Bar** – the To-Do Bar displays the date navigator, your appointments, people, and your task list.
- 13 Reading Pane** – displays the contents of the selected email message.
- 14 People Pane** – see details about everyone in the To. From, or Cc lines for each message.

Set up an Email Account

The first step is setting up your account. After that, you'll be ready to start receiving and sending email, use the calendar, create contacts, and work with tasks.

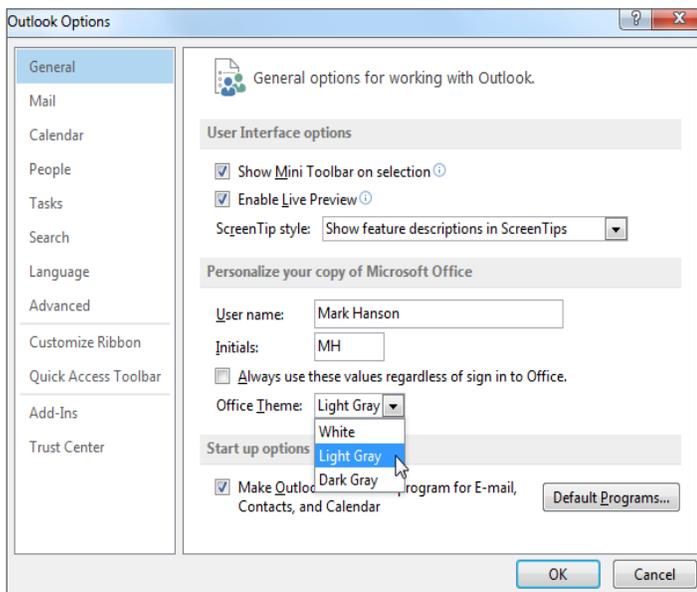
Setup gets taken care of automatically if you used an earlier version of Outlook on the same computer. If you didn't, the Auto Account Setup will start the first time you start Outlook and step you through the process.



If you want to add another email account later, click **File > Account Settings** to start the Auto Account Setup.

Change the Office Theme

To change your outlook theme, Use your **File > Options > General**. You can choose from **White**, **Light Gray**, or **Dark Gray**.



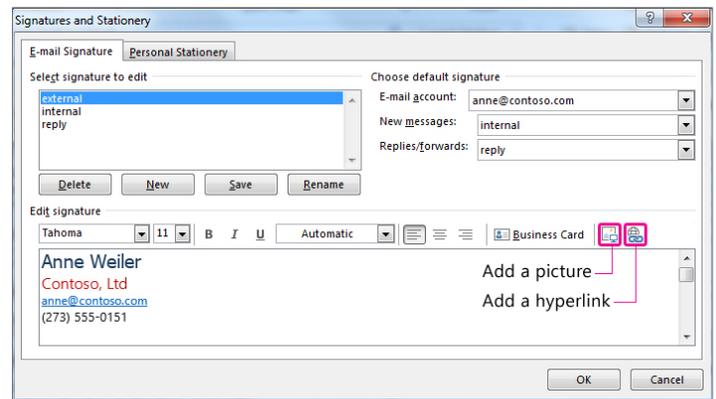
Create a Signature

1. In a new message, click **Signature > Signatures** or Click **File > Options > Mail**. Under **Compose messages**, click **Signatures**.
2. On the Email Signature tab, click **New**.



3. In the E-mail Signature tab, click **New**, and then type a name for the signature.

4. In the Edit signature box, type the text that you want to include in the signature, then use the built-in tools to format it.



If you've already created a signature, you can copy it from one of your sent messages and then paste it here.

Add a Signature to Messages

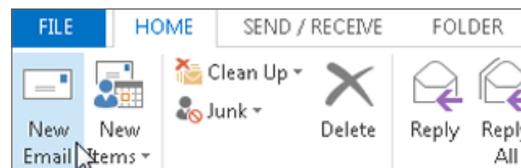
To automatically add a signature to new email messages, do the following:

1. From any view, click **File > Options > Mail**. Under **Compose messages**, click **Signatures**.
2. Under **Choose default signature**, choose the signature to add to New Messages. If you want, choose a different signature for **Replies/forwards**.
3. To manually add a signature to a new message, from a new message, on the Message tab, in the **Include group**, click **Signature**, and then click the signature that you want.



Create a New Email Message

1. Click **Home > New Email**.



2. If multiple email accounts are configured in Microsoft Outlook 2013, the From button appears and the account that will send the message is shown. To change the account, click **From**.
3. In the **Subject box**, type the subject of the message.
4. Enter the recipients' email addresses or names in the **To**, **Cc**, or **Bcc** box. Separate multiple recipients with a semicolon.
5. To select recipients' names from a list in the Address Book, click **To**, **Cc**, or **Bcc**, and then click the names that you want.
6. After you have composed the message, click **Send**.

Add an Attachment to an Email Message

To share a file, you can attach it to your message. You can also attach other Outlook items, such as messages, contacts, or tasks.

1. Create a message, or for an existing message, click Reply, Reply All, or Forward.

2. In the message window, click **Message > Attach File**



3. Browse to and then click the file that you want to attach, and then click **Insert**.

4. To attach other email messages, tasks, contacts or calendar items to a message, click **Attach Item**. This is the easiest way to forward multiple items or messages.

Calendar View

- 1 Schedule a Lync Meeting** – Meet face-to-face or save yourself a trip by meeting online with Lync 2013.
- 2 View other people's calendars** – Quickly see the best times to schedule a meeting with others.
- 3 Plan for the weather** – Glance at the forecast for your city and up to four others. When you plan an out-of-town meeting, you'll know what to pack.
- 4 Peek** – Mouse over a meeting or an appointment to see its details.

A screenshot of the Outlook Calendar application. The main view shows a weekly calendar for August 27-31, 2012, in New York, NY. The calendar displays several appointments: 'Team building event Adventure Works' on Tuesday, 'Management Meeting Conference Room D' on Thursday, and 'Lunch with interns Coho Winery' on Friday. A detailed view of the 'Lunch with interns' meeting is shown, including the start and end times (8:29 AM to 2:30 PM), location (Coho Winery), and reminder (None). The interface includes a ribbon with 'Calendar' options, a left-hand pane for 'My Calendars' and 'Shared Calendars', and a bottom status bar. Four numbered callouts (1, 2, 3, 4) are placed over the interface to correspond with the steps in the text: 1 points to the 'New Lync Meeting' button, 2 points to the 'Shared Calendars' list, 3 points to the weather forecast, and 4 points to the meeting details pane.

Things You Might be Looking for

Apply stationery or backgrounds to a message

Click **File > Options > Mail > Stationery and Fonts**. On the **Personal Stationery** tab, click **Theme**.

Send automatic replies when you're out of the office

Under **File > Account Information**, click **Automatic Replies > Send automatic replies**, and then choose your options (this feature requires a Microsoft Exchange Server account).

Insert a picture or clip art

From a new mail message, click **Insert > Illustrations**, and then click one of the following: **Pictures**, **Online Picture**, **Shapes**, **Smart Art**, **Chart**, or **Screenshot**.

Manage email messages by assigning rules

In **Home > Mail** view, click **Move > Rules**.

Insert a symbol or special character

From a new mail message, click **Insert > Symbols > Symbol**.

Add holidays to your calendar

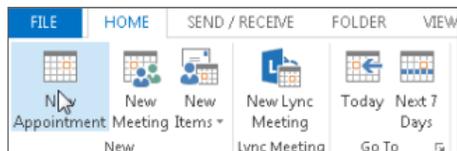
Click **File > Options > Calendar**. Under **Calendar options**, click **Add Holidays**.

Share a calendar

From the **Calendar** view, in the **Share** group, click **E-mail Calendar > Share Calendar** (this feature requires a Microsoft Exchange Server account), or **Publish Online**.

Create a Calendar Appointment

1. In Calendar, click **New Appointment**. You can also right-click a time block in your calendar grid, and then click **New Appointment**.



2. In the Subject box, type a description. In the Location box, type the location. Enter the start and end times.

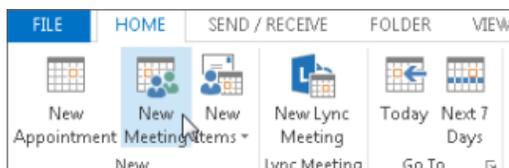
3. To show others your availability during this time, on the Appointment tab, in the Options group, click the **Show As** box and then click **Free**, **Working Elsewhere**, **Tentative**, **Busy** or **Out of Office**.

4. To make the appointment recurring, on the **Appointment tab**, in the **Options group**, click **Recurrence Button** image. Click the frequency (**Daily**, **Weekly**, **Monthly**, **Yearly**) with which the appointment recurs, and then select options for the frequency.

Schedule a Meeting

Send a meeting request to set up a time to meet with others and to track who accepts the request.

1. In **Calendar**, click **New Meeting**.



2. In the Subject box, tell your recipients what the meeting is about. Add location, start and end time.

3. Click **Scheduling Assistant**. The Scheduling Assistant for Exchange accounts helps you find the best time for your meeting by analyzing when recipients are available.

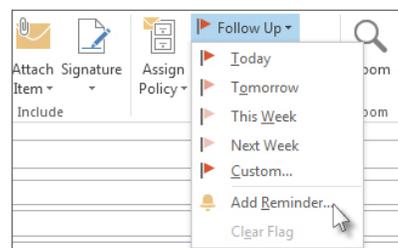
4. To make it a recurring meeting, click **Meeting > Recurrence**.

Set a Reminder

Reminders pop-up an alert window so you don't miss an important deadline. You can add or remove reminders for almost anything in Outlook, including email messages, appointments, and contacts.

For email messages, contacts, and tasks

Click **Follow Up > Add Reminder**.



For appointments or meetings

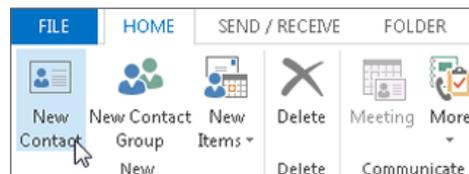
Open an **Appointment** or **Meeting**, and then in the **Reminder** drop-down list, select the amount of time before the appointment or meeting when you want the reminder to appear. To turn a reminder off, select **None**.

Create a Contact

Contacts can be as simple as a name and email address, or can include info and details such as street addresses, multiple phone numbers, a picture, birthdays, etc. for the contact.



1. In **People**, click **Contact**.



Create a Task

Many people keep To Do lists — on paper, in a spreadsheet, or with a combination of paper and electronic methods. In Outlook, you can combine various lists into one, get reminders, and track task progress.



1. In **Tasks**, click **New Task**.



Print a Message, Contact, Calendar or Task

Under **File > Print**, you can print items such as email messages, contacts, or calendar items, or larger views, such as calendars, address books, or content lists for Mail folders.

1. Click an item or folder in Outlook that you want to print.
2. Click **File > Print**.

Shortcuts

To Do This	Press
Create an email message	Ctrl+Shift+M
Create an appointment	Ctrl+Shift+A
Create a new meeting request	Ctrl+Shift+Q
Create a new contact	Ctrl+Shift+C
Create a new task	Ctrl+Shift+K
Create a new folder	Ctrl+Shift+E
Create a note	Ctrl+Shift+N
Switch to mail	Ctrl+1
Switch to Calendar	Ctrl+2
Switch to tasks	Ctrl+3
Switch to notes	Ctrl+4
Move to folder	Ctrl+Shift+V
Reply to a message	Ctrl+R
Forward a message	Ctrl+F
Check spelling	F7