

## GETTING STARTED

Outlook 2016 is a powerful tool that can not only send and receive emails, but also organizes your schedule via reminders, appointments, and meetings allowing you to make the most of your workday.

- Send and receive emails quickly
- Create contact groups for emailing large groups
- Schedule meetings and appointments with colleagues
- Color-code emails from specific people, for easier identification

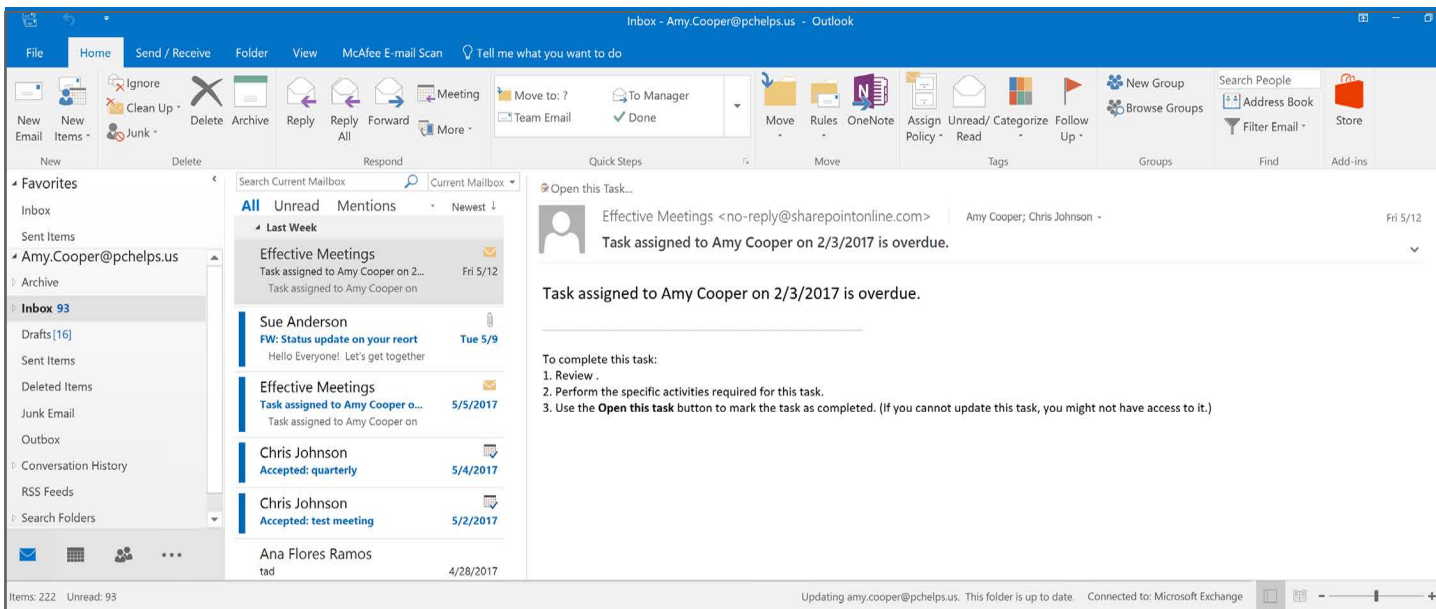


Image 1. Outlook 2016 Inbox

The first time you open Outlook may be prompted to enter your password. Once entered, your password will then be saved and you should not have to enter it again until it password changes.

If Outlook does not prompt you to enter your new password after changing it, check the status bar in the lower right-hand corner of the window. Click on the words **Need Password** if they appear, and enter your password in the prompt.



Image 2. Outlook 2016 Need Password Alert

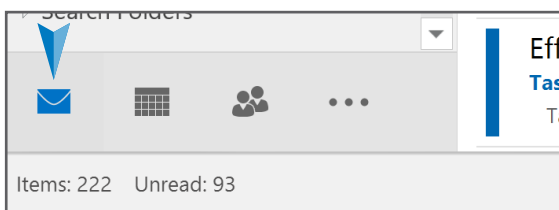


Image 3. Outlook 2016 Navigation bar Compact Navigation

**Vital Tip:** In the lower left corner of the window you will find the **Navigation bar**. It consists of a word for each section available in Outlook. Clicking one of these words will navigate to the different sections of Outlook. Enabling **Compact Navigation** will show just the icons. (See image 3)

The Inbox is, by default, divided into three sections: the Folder Pane on the left, the Message List column in the middle, and the Reading Pane on the right with a Ribbon of tabs and options along the top frame of the application. (see Image 4) The selected tab will determine which ribbon options display beneath it. The **Home** tab will be your most used tab out of any of the sections (Calendar, People, etc). Clicking **New Email** will open a brand new blank email ready for you to begin typing. Alternatively, the **New Items** button will show a list of options to choose from depending on what you would like Outlook to do. The options in the Drafts, Delete, Respond, Move and Tags groups all apply directly to whichever email message is highlighted in the message list below. Use them to delete the email, reply, flag or move the email to a folder.

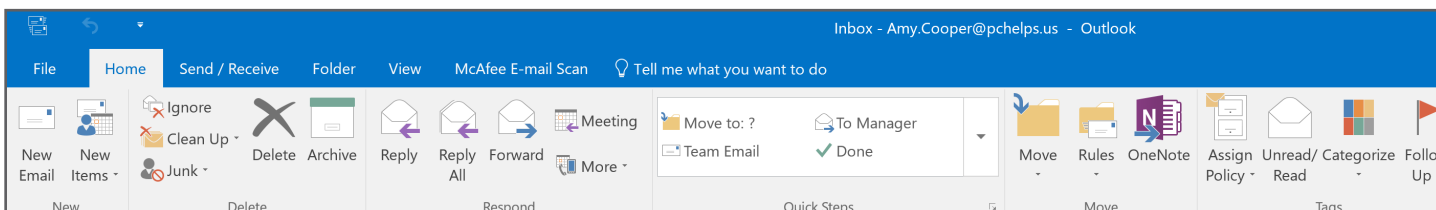


Image 4. Outlook 2016 Ribbon

## MESSAGING

When you click on **New Message**, the ribbon commands offer options better suited to a new message, such as functions to **Attach Files** and change **Basic Text**, along with the more familiar **To:** field and **Send** button. In the body of the message, in addition to your message text, there is an option to make a callout to someone by typing an @ symbol, and adding a name next to it. This is the new @mentions feature. This will also add the name you @mentioned into the To field. This can be useful in a group email where a contact might need to be called upon for further action. @Mentions also help make you aware of what you've been asked to do. Outlook has a filtered view for mentions in the message list, so you can see at a glance which emails require action before you open them.



### To add a file attachment to an email

1. In the message window, click **Attach File**
2. Choose a **Recent** file, or **Browse This PC**
3. In the **Insert File** window, navigate to the file
4. Highlight the file you want to attach
5. Click **OK** to attach the file to the message.

Alternatively, you can select the **Insert** tab and choose **Attach File** there as well.

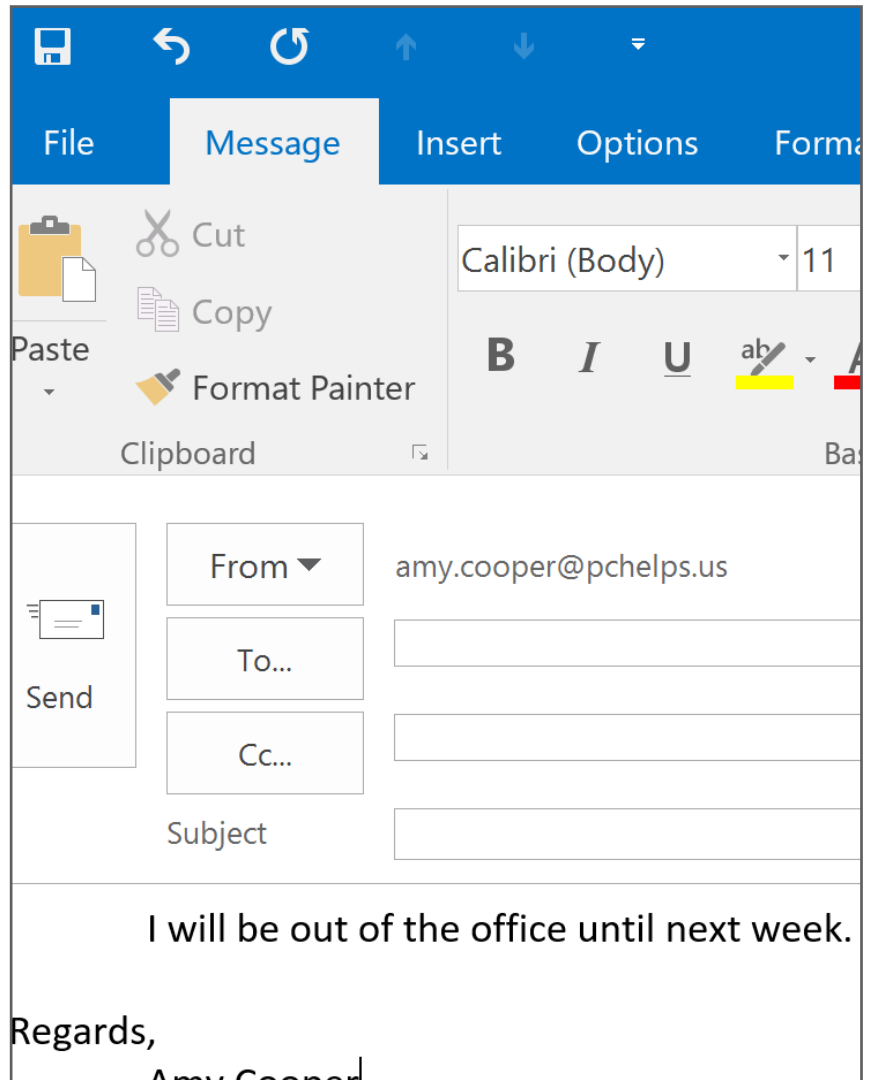


Image 5. Outlook 2016 New Message

## MESSAGE TABS

**The Insert Tab:** **Insert** options, most notably **Pictures**, **Screenshots**, or **Objects** can be found here when you want your files to display in the body of the message, instead of attaching them to the message.

**The Options Tab:** **Options** provides choices for your email message, such as **Page Color**, activating the **Bcc** or **From** field, or applying **Voting Buttons** to your message, as well as **Tracking** emails once they have been sent.

**The Format Text Tab:** **Format** expands upon the options on the **Home Tab** to change **Fonts**, apply **Styles**, or change the format of your message. You can adjust your **Paragraph** spacing, or **Find and Replace** words or objects.

**The Review Tab:** **Review** is where you will find all functions to review your message once it is complete, such as **Spelling and Grammar**, **Research**, and **Thesaurus**.

## CHECK NAMES

You can also use **Check Names** to quickly look up names in the address book. To use this feature, type a full or partial name in the **To:** field. The press **Ctrl+K** to display the check names dialog and select the correct contact.



Image 6. Outlook 2016 Check Names Dialog

## CALENDAR

In Outlook, the calendar can help you organize your day and keep track of important events throughout the week. Here are just a few of the things the Outlook Calendar can do:

- View all upcoming tasks for a day, week, or month
- Set up and invite people to meetings
- Create a team calendar for vacation requests or group projects



### To Create a New Meeting or Appointment:

1. Navigate to the **Calendar** section of Outlook
2. Click the **Home** tab at the top
3. Select **New Meeting** or **New Appointment** (See Image 7)
4. Name your Meeting and select preferences

Appointments are created the same way as meetings, the only difference is that you do not invite any attendees to an appointment.

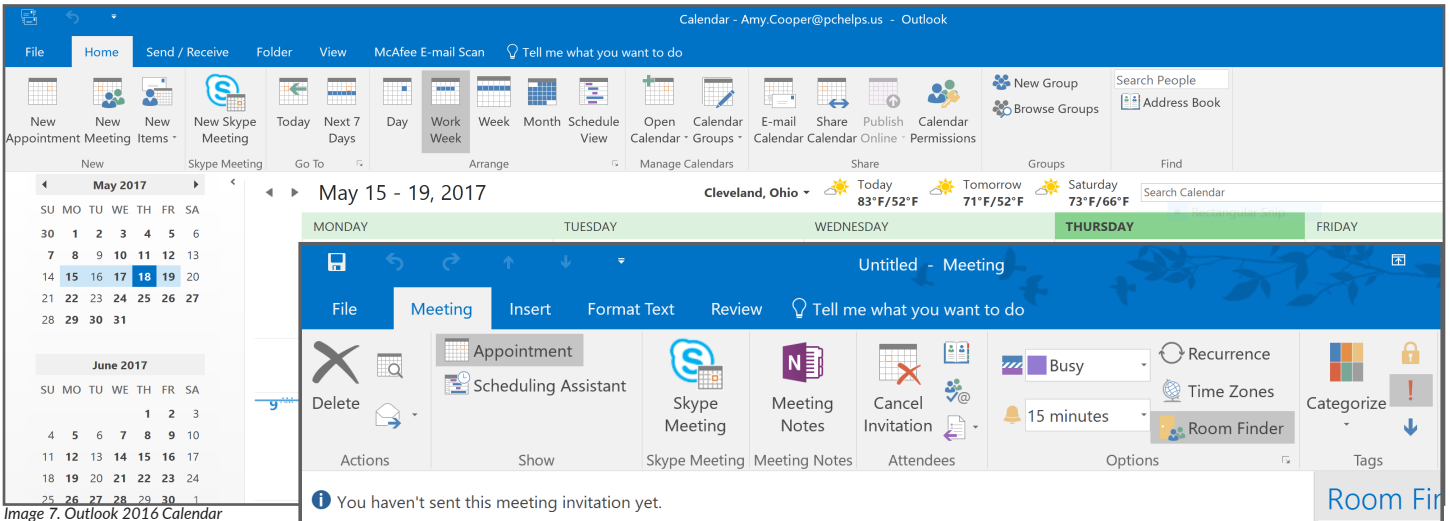


Image 7. Outlook 2016 Calendar

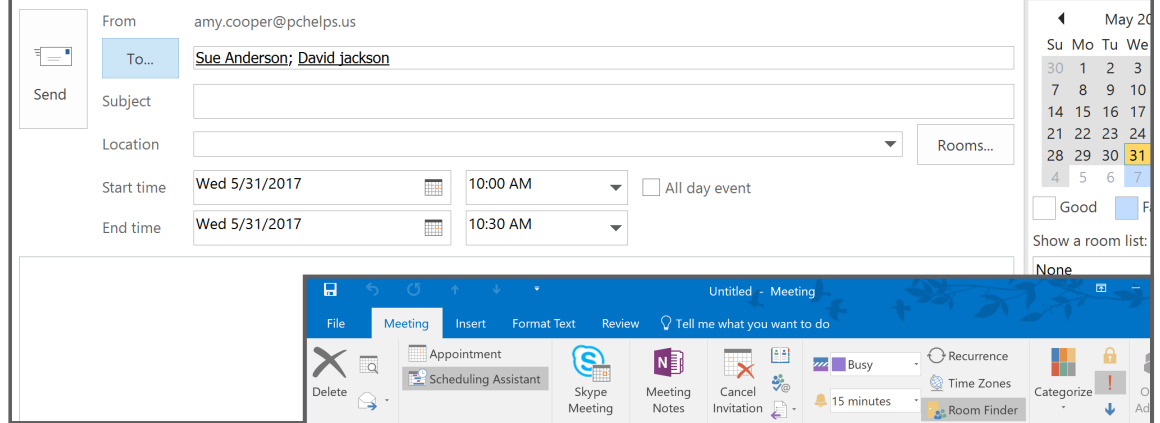


Image 8. Outlook 2016 New Meeting

In the **New Meeting** window that opens, you will have the ribbon options to choose specific parameters of your appointment or meeting. (see Image 8) Name your meeting, Invite Attendees, set the start and end times, and select if this is going to be a recurring event.

Clicking **Scheduling Assistant** will give you a different view for the meeting. (see Image 9) Here, you will have buttons to **Add Attendees** and **Add Rooms** as well as view the availability of each. Once you have determined the best time and place for your event, and you've set all of your preferences, click **Send** to send the initial invitation.

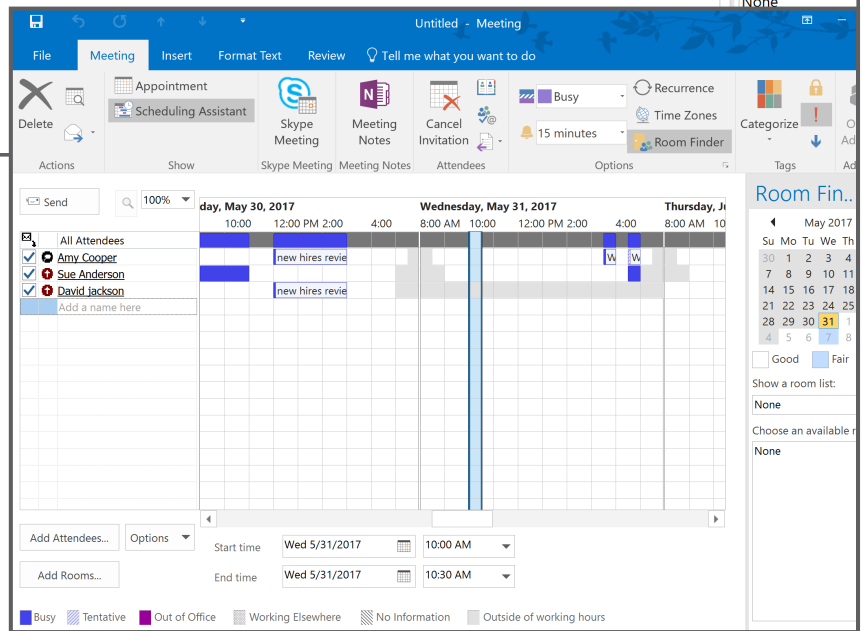


Image 9. Outlook 2016 Scheduling Assistant

## PEOPLE

The **People** section of Outlook is where your email account address book lives, and you can manage, create or change contact information and Groups. Some of the available Outlook Contact section functions are:

- Creating folders for contact organizing
- Creating Contact Groups for large email deliveries
- Forwarding Contacts and Groups to other users

It is important to understand that there are many ways to view your Contact's information. Some prefer to see only the name of their Contacts in a long Excel-like list, while others prefer to view each person's information in a container, such as with Outlook's **Business Card** view. Under the **Home** tab, you can click any of the **Current View** options to see how your contacts will be displayed. Your choices are **People, Business Card, Card, Phone** and **List**. Try them to find the view that works best for you. *(see Image 10)*

**Vital Tip:** Notice the New Items option is available in any of the Outlook sections for quicker access.

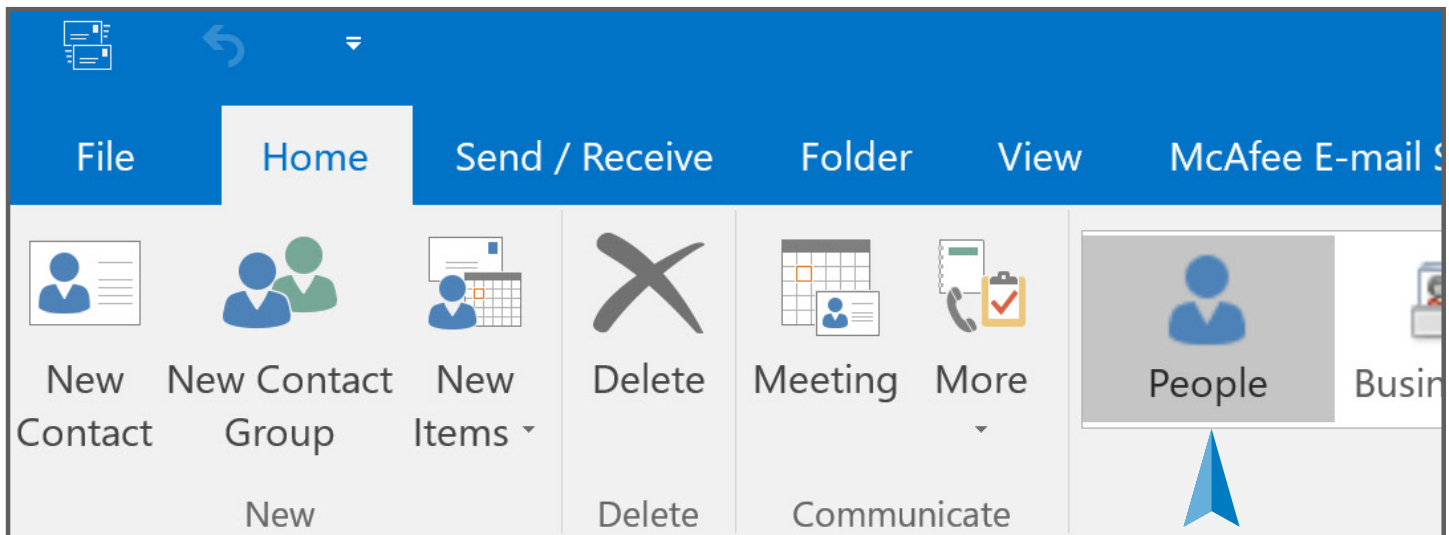


Image 10. Outlook Contacts Ribbon

There are many ways to add contacts to your Outlook account. You can right-click on the name of a sender in an email you receive, and select **Add to Contacts**; or you can click **New Contact** on the ribbon of the People section of your account. You can also use your company's **Address Book** to find people and add them to your local account by right-clicking their name and selecting Add to Contacts.



To create a Contact Group to send one email to several people:

1. Click **New Contact Group**
2. Give your new Contact Group a name
3. Click **Add Members**
4. Select **Address Book** or **Outlook Contacts**
5. Type and double-click the names you want to add to the **Members** field. Click **OK**
6. Click **Save & Close**

*Choose Address book if you are creating the group from your companies address book or GAL, choose Outlook Contacts if the members are added to your Outlook account.*

Function	Shortcut	Function	Shortcut
New Message	Ctrl+Shift+M	Search for a Message	Ctrl+E
New Contact	Ctrl+Shift+C	Send	Alt+S
New Appointment	Ctrl+Shift+A	Go to Home tab	Alt+H



For more information, visit us at [www.vitalyst.com](http://www.vitalyst.com)

Or call us at 855-300-5940

