Outlook

Microsoft

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.

Navigate your mail folders
Select a folder to see its contents. To turn this pane on or off, select View > Folder Pane.

Manage Outlook Groups
Communicate with teams and share conversations, messages, calendars, and events.

Your inbox, your way
Sort and filter messages, and group messages by subject in conversation view.

Show or hide the ribbon
Select arrow to switch between the Simplified and Classic ribbons.

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

Display what you need
Switch between the different Outlook features like Mail, Calendar, and People views.

View connection status
See your folder sync status and server connection status here.

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Table of Contents Outlook User Guide

1. Understanding the eBook Outlook User Guide
   - The Rise of Digital Reading Outlook User Guide
   - Advantages of eBooks Over Traditional Books
2. Identifying Outlook User Guide
   - Exploring Different Genres
   - Considering Fiction vs. Non-Fiction
   - Determining Your Reading Goals
3. Choosing the Right eBook Platform
   - Popular eBook Platforms
   - Features to Look for in an Outlook User Guide
   - User-Friendly Interface
4. Exploring eBook Recommendations from Outlook User Guide

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