



FastCourse Series

# Chapter 1: Getting Started with Outlook 2016



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# Learning Objectives

- After studying this chapter, you will be able to:
  - Identify the elements of Outlook
  - Start the Outlook program
  - Navigate the Outlook screen
  - Get help on Outlook topics

# What's New in Outlook 2016?

- New Office theme
- “Tell me what you want to do” help feature
- Create and browse groups via the Ribbon
- Archive an email message via the Ribbon
- Improve file-attachment process
- Faster, broader Search feature
- Clutter folder

# Introducing Outlook 2016

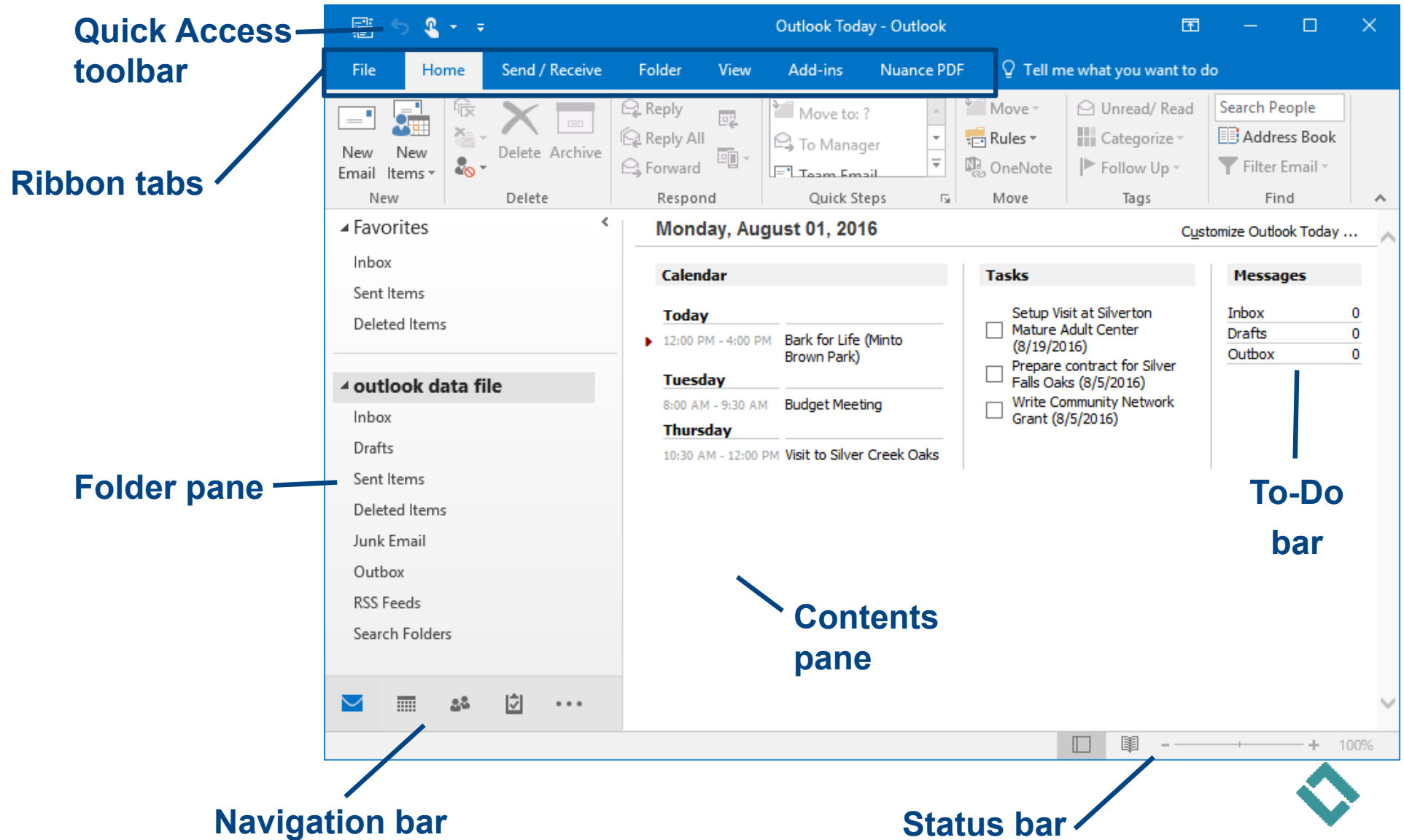
- Outlook: An electronic communication program with five major elements:
  - Email (electronic mail)
  - People
  - Calendar
  - Tasks
  - Notes

# Starting Outlook

## ■ Windows 10 Options:

- Start menu
- Shortcut icon
- Tile

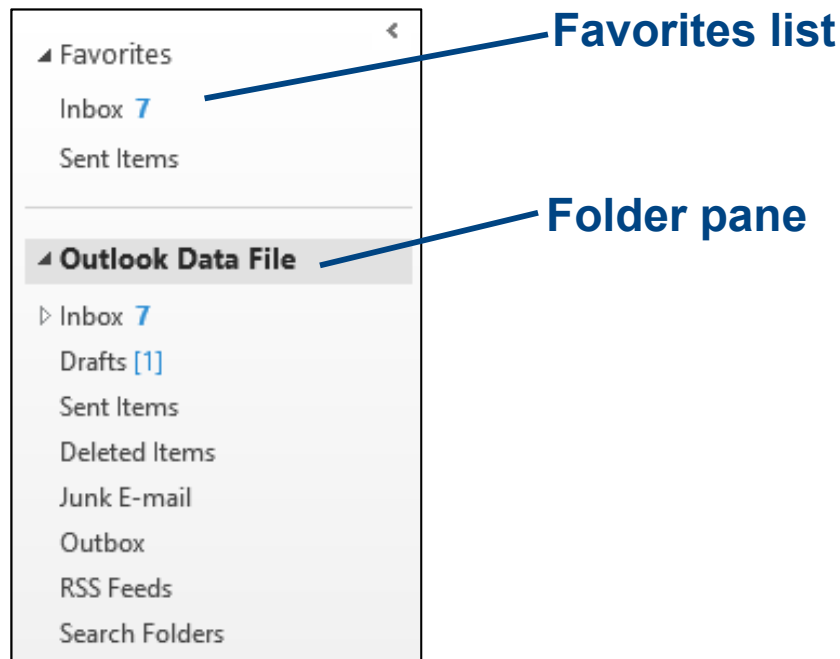
# Navigating the Outlook Window



# Navigating the Outlook Screen

## ■ Folder pane

- Easy access to switch to another component
- Can be minimized, if desired

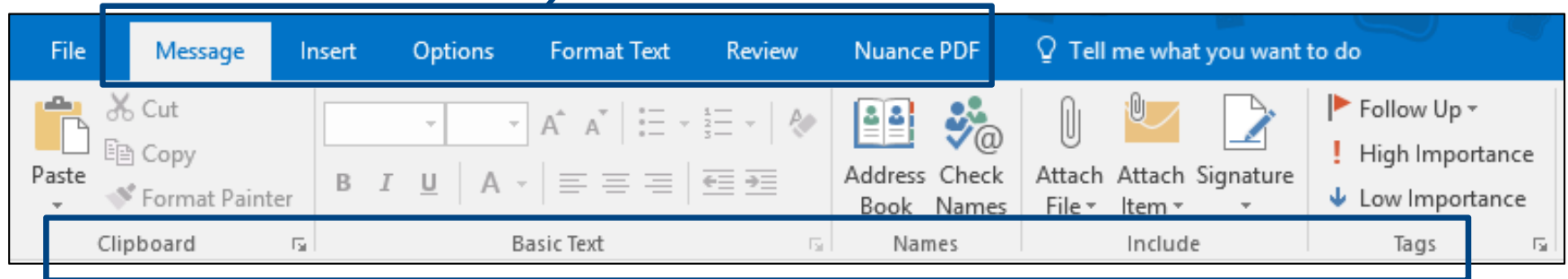


**Minimized  
Folder pane**

# Navigating the Outlook Window

- Ribbon provides easy access to common commands
  - Displays groups of actions as related to a specific command

Related actions grouped by  
contextual tabs across the top



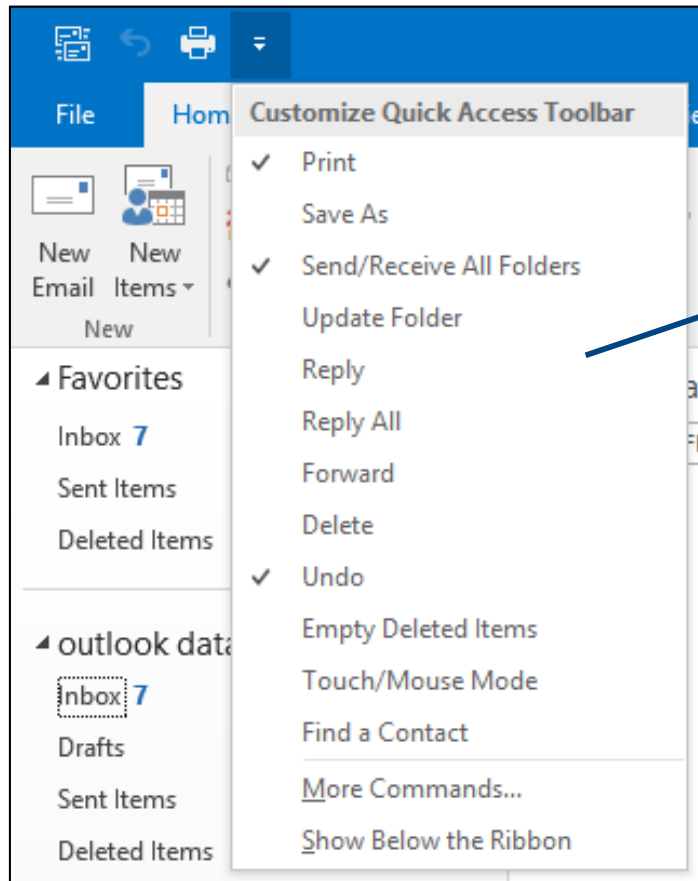
Command groups

- Reading Pane
  - Display to the right of or below the Inbox
  - Matter of personal preference



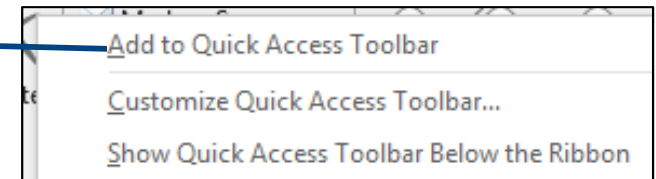
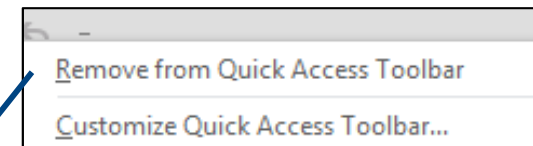
# Quick Access Toolbar

- Customizing with buttons you use most



**Add/Remove buttons by choosing from a list of commonly used commands or choose More Commands.**

**Right-click a button to add/remove it.**



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# Getting Help

- Topics linked to keywords
  - Display the Help window to browse through topics
    - ◆ F1 key

