



FastCourse Series

# Chapter 1: Getting Started with Outlook 2016



**LABYRINTH**  
LEARNING™

# 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

The screenshot shows the Outlook Today window with the following components labeled:

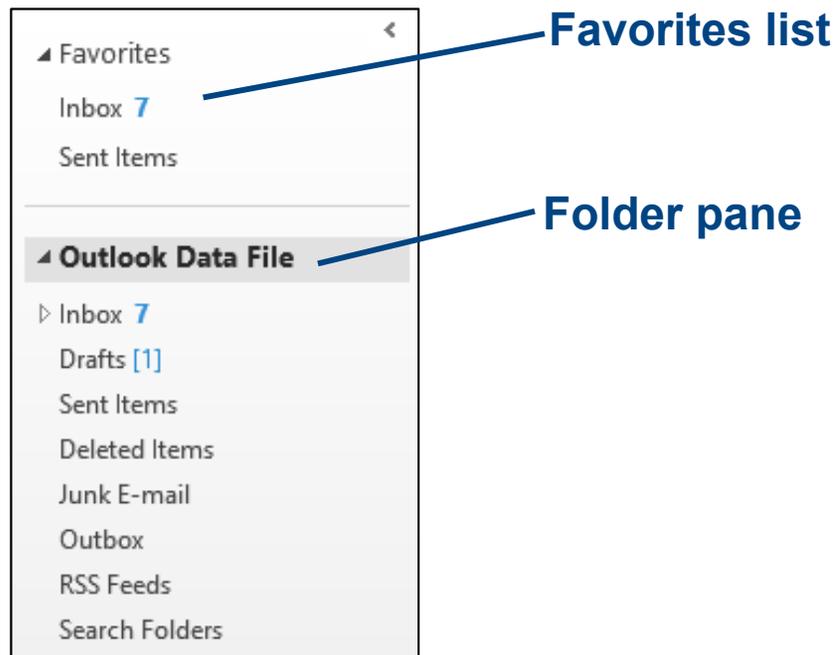
- Quick Access toolbar:** Located at the top left of the window, containing icons for Home, Send/Receive, and Undo.
- Ribbon tabs:** Located below the Quick Access toolbar, including File, Home, Send / Receive, Folder, View, Add-ins, and Nuance PDF.
- Folder pane:** Located on the left side, showing Favorites (Inbox, Sent Items, Deleted Items) and outlook data file (Inbox, Drafts, Sent Items, Deleted Items, Junk Email, Outbox, RSS Feeds, Search Folders).
- Contents pane:** The main area displaying the calendar for Monday, August 01, 2016, with tasks and messages.
- To-Do bar:** Located on the right side, showing a list of tasks: Setup Visit at Silverton Mature Adult Center (8/19/2016), Prepare contract for Silver Falls Oaks (8/5/2016), and Write Community Network Grant (8/5/2016).
- Navigation bar:** Located at the bottom left, containing icons for Mail, Calendar, People, and Tasks.
- Status bar:** Located at the bottom right, showing a zoom level of 100%.



# Navigating the Outlook Screen

## ■ Folder pane

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

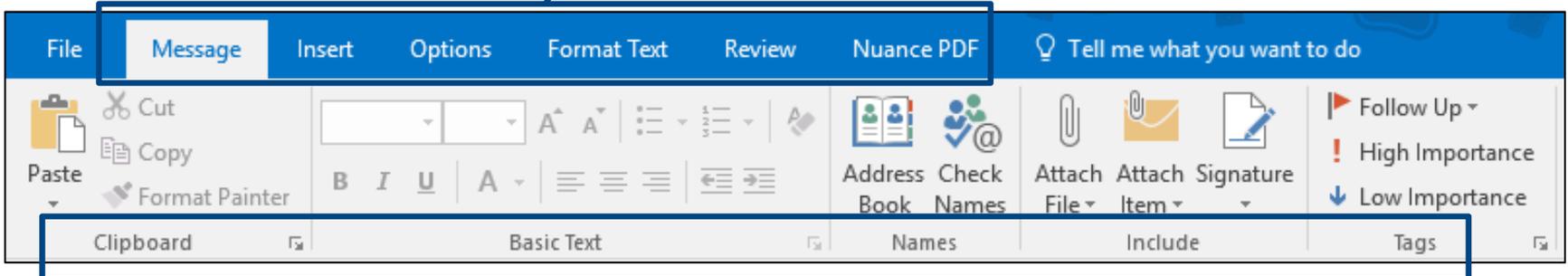


**Minimized  
Folder pane**

# 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



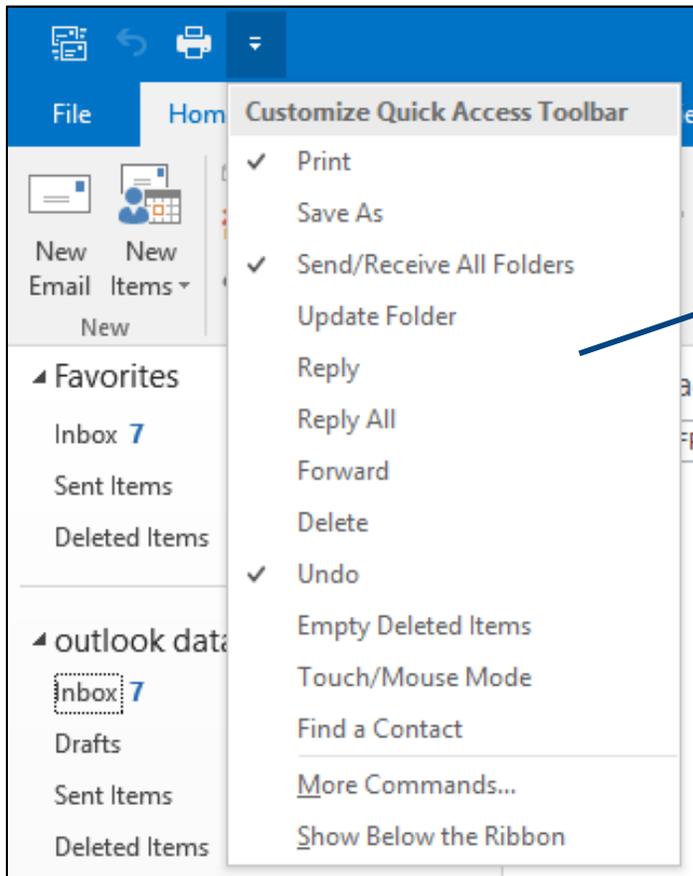
Command groups

## ■ Reading Pane

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

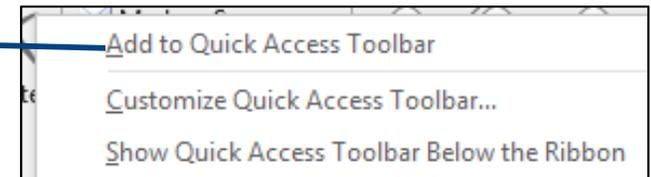
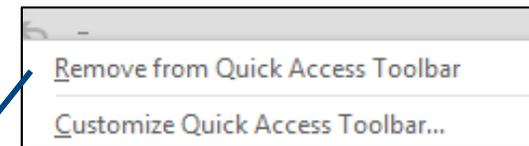
# Quick Access Toolbar

- 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.**



# Getting Help

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

