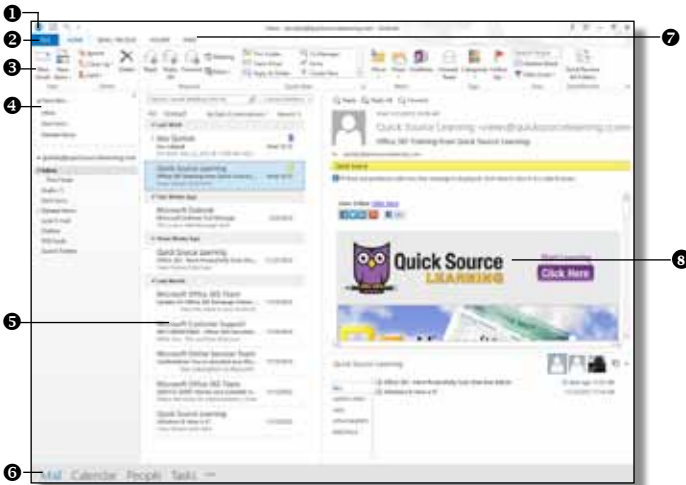


Getting Started



The Outlook Window

- ❶ **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- ❷ **Backstage View** – contains tools to manage Outlook settings.
- ❸ **Ribbon** – contains groups of tools for use with Outlook 2013.
- ❹ **Navigation Pane** – contains shortcuts to Outlook folders and sections.
- ❺ **View Pane** – displays the contents of the selected folder.
- ❻ **Navigation Bar** – switch between **Mail**, **Calendar**, **People**, and **Tasks** hubs, as well as **Navigation Options**, **Notes**, **Folders**, and **Shortcuts**.
- NEW! ❼ **Tab Bar** – contains tabs that display tools and commands in the ribbon.
- ❽ **Reading Pane** – displays the contents of the selected email message.

Using the Ribbon

The ribbon contains command buttons for working within Outlook that are grouped by tasks.



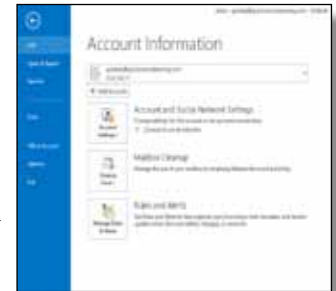
NEW! Customizing Outlook Tools

To optimize Outlook for the tools and features you use most, you can customize the toolbars and ribbon.

- To customize the **Quick Access Toolbar**, click the **Customize Quick Access Toolbar** button in the top right corner of the toolbar. Check or uncheck commands from the resulting menu to add or remove shortcuts.
- To **hide or show the Ribbon**, click the **Customize the Ribbon** button in the top left corner of the screen. Select an option from the resulting menu.
- To customize the **Navigation Bar**, click the **More** button and select **Navigation Options**.

Using the Backstage View

The Backstage view replaces and expands on the File menu. The Backstage view allows you to quickly manage Outlook settings, such as **Account and Social Network Settings**, **Mailbox Cleanup**, and **Rules and Alerts**. It also allows you to save a file, open a file, or print the current file. To access the **Backstage** view, click on the **File** tab on the **Tab Bar**.



Make selections in the **Left pane**. Click the **Back** button to exit.

Using the Navigation Bar (NEW!)

The following features are available in the **Navigation Bar**. Click **More** button to view all options.

- **Mail** – the main email area allows you to read, compose, receive, and send email.
- **Calendar** – the scheduler, or planner, allows you to set and manage appointments and tasks, and check the weather.
- **People** – contains your contact list to display names, email addresses, social media updates, and other information.
- **Tasks** – the task list allows you to create and manage tasks.
- **Notes** – the notes page allows you to create and manage notes.
- **Folders** – displays all folders in a hierarchical format.
- **Shortcuts** – displays **Outlook** shortcuts.

Creating a New Folder

1. Click on the **Folder** tab.
2. Click the **New Folder** button in the **New** group.
3. Enter a name for the folder in the **Name** box.
4. Click the arrow on the **Folder contains** box and select the type of items the folder will contain.
5. Select where you want to place the folder in the **Select where to place the folder** box.
6. Click the **OK** button when you are finished.

Working with Folders (NEW!)

1. Click the **More** button on the **Navigation Bar** to open **Folders**.
2. Select the folder you want to work with.
3. Click on the **Folder** tab and do one of the following:
 - To **rename the folder**, click the **Rename Folder** button in the **Actions** group. Enter a new name for the folder and press the **Enter** key.
 - To **copy the folder**, click the **Copy Folder** button in the **Actions** group. Select where you want to copy the folder to in the **Copy the selected folder to the folder** box and click the **OK** button.
 - To **move the folder to another location**, click the **Move Folder** button in the **Actions** group. Select where you want to move the folder in the **Move the selected folder to the folder** box and click the **OK** button.
 - To **delete the folder**, click the **Delete Folder** button in the **Actions** group. Click the **Yes** button to confirm deletion.
 - To **delete all of the items in a folder**, click the **Delete All** button in the **Clean Up** group. Click the **Yes** button to confirm deletion.