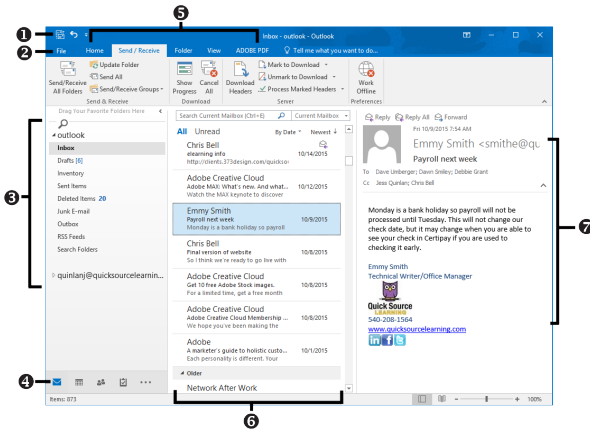



## Getting Started



### 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 **Folder Pane** – contains shortcuts to Outlook folders and sections.
- ❹ **Navigation Bar** – switch between **Mail**, **Calendar**, **People**, and **Tasks** hubs, as well as **Navigation Options**, **Notes**, **Folders**, and **Shortcuts**.
- ❺ **Ribbon** – contains groups of tools for use with Outlook 2016.
- ❻ **View Pane** – displays the contents of the selected folder.
- ❼ **Reading Pane** – displays the contents of the selected email message.

### Using the Backstage View

The Backstage view allows you to quickly manage Outlook settings, such as **Account Settings**, **Mailbox Cleanup**, and **Rules and Alerts**. It also allows you to save something, open or export 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.


### Accessing Outlook Apps

Outlook contains additional apps available in the **Navigation Bar**. Click the **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.
- **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.



### Using Quick Access Tools

You can add tools or commands you use more frequently to the Quick Access toolbar at the top of your Outlook page.


1. Click the **Customize Quick Access Toolbar**  button.
2. Check the command or tool you wish to add from the resulting menu.
3. *Optional:* To remove a command, uncheck beside that command on the drop-down menu.

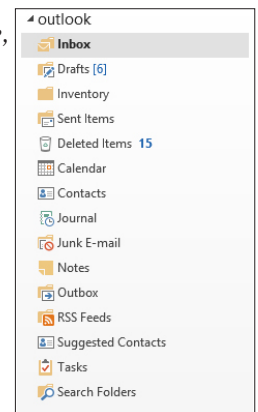
### Customizing Outlook Tools

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

- To **hide or show the Ribbon**, click the **Ribbon Display Options**  button in the top right corner of the screen. Select an option from the resulting menu to show Ribbon commands, tabs, or hide.
- To **choose what appears on the Navigation Bar**, click the **More**  button and select **Navigation Options**.





### Using the Folder Pane

- To **expand a folder on the Folder Pane**, click the **Arrow**  button beside a section.
- To **rearrange a folder's position on the Folder Pane**, click and drag the folder to the desired position.
- To **add to a folder**, click and drag the item into the desired folder on the **Folder Pane**.
- To **delete a folder off the Folder Pane**, right-click the folder and select **Delete Folder** from the drop-down menu that appears.



### Customizing Your Viewing Panes

You can customize your panes to change how your Outlook appears by hiding or enabling the features you use most.

1. Click on the **View** tab.
2. From here, you can do one of the following options:
  - To **show or hide the Folder pane**, click the **Folder Pane**  button in the **Layout** group. Select **Normal** or **Off**. You can also choose **Minimize** to make it appear smaller.
  - To **change where your email messages display in the Reading pane**, click the **Reading Pane**  button in the **Layout** group. Click **Right** or **Bottom** or **Off**.
  - To **show your To Do Bar in your Outlook window**, click the **To Do Bar**  button in the **Layout** group. Check beside the apps you wish to enable to use with the **To Do Bar**.
  - To **enable the People Pane in your Outlook window**, click the **People Pane**  button in the **People Pane** group. Select **Normal** or **Minimized**. The **People Pane** will appear in your **Reading Pane** to show information about the sender of an email.