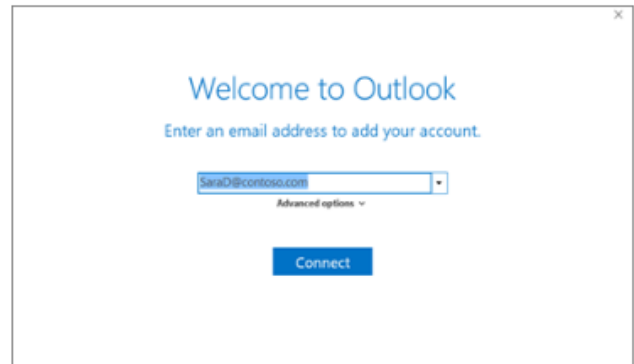


OFFICE 365 OUTLOOK QUICK REFERENCE GUIDE

To use Outlook online, Sign in at: www.office.com/signin

Add an email account

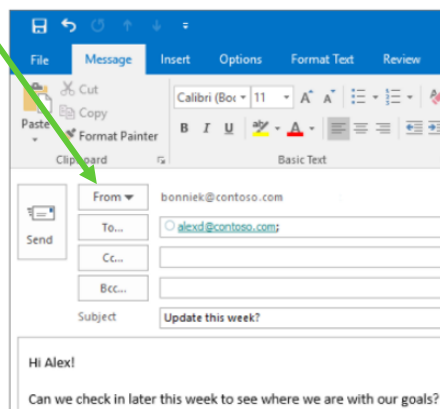
1. Open Outlook. If you haven't launched Outlook before, you'll see a welcome screen. Otherwise, choose **File > Add Account**.
2. Enter your email address, then select **Connect** or, if your screen looks different, enter your name, email address, and password, and then select **Next**.
3. If prompted, enter your password and select **OK**.
4. That's it. Select **Finish** to start using Outlook 2016.



Create and Send Email:

- Choose **New Email** to start a new message.
- Enter a name or email address in the **To...**, **Cc** or **Bcc** field.
- In the **Subject**, type the subject of the email message.
- Place the cursor in the body of the email message and then start typing.
- After typing your message, choose **Send**.

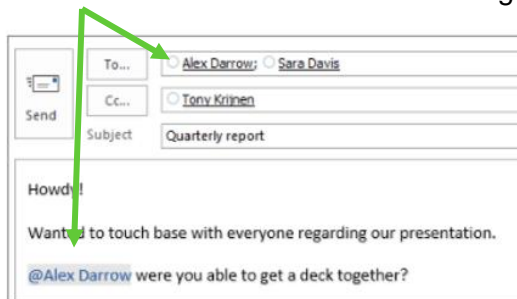
Note: if you have more than one email address the From button will appear above the To... button. Click on the From button and select the email address you want to appear to recipients.



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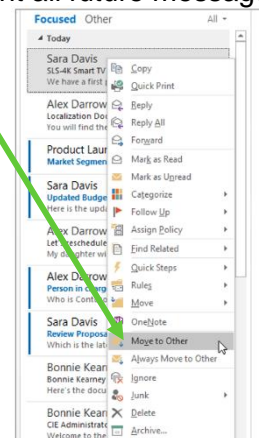
Use @mentions to get someone's attention (Outlook Web Only):

- In the body of the email message or calendar invite, enter the @ symbol and the first few letters of the contact first or last name.
- When Outlook offers you one or more suggestions, choose the contact you want to mention.
 - By default, their full name is included. You can delete a portion of the mention, for example, everything other than the person's first name
- The mentioned contact is added to the **To** line of the email or the meeting invite.



Focused Inbox:

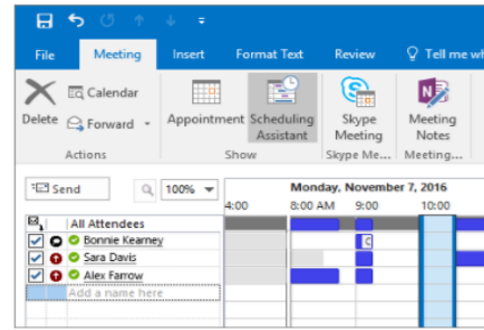
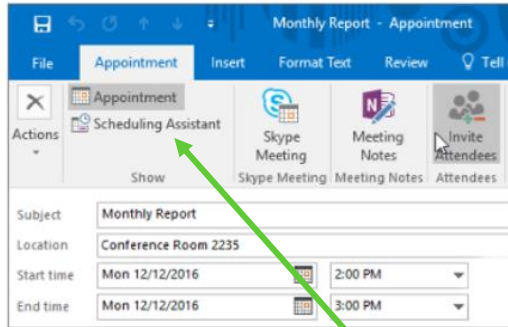
- Focused Inbox helps you focus on the emails that matter most. It separates your inbox into two tabs – **Focused** and **Other**.
- If messages aren't organized the way you want, you can move them and specify where all future messages from that sender should be delivered.
 - From your inbox, choose the Focused or Other tab and then right-click the message you want to move.
 - If moving from **Focused** to **Other**, choose **Move to Other** if you want only the selected message moved. Choose **Always Move to Other** if you want all future messages from the sender to be delivered to the **Other** tab.
 - If moving from **Other** to **Focused**, Choose **Move to Focused** if you want only the selected message moved. Choose **Always Move to Focused** if you want all future messages from the sender to be delivered to the **Focused** tab.



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Schedule an Appointment:

- In Calendar, choose New Appointment
- In the Subject box, type description
- In the Location box, type location
- Enter the start and end times
- Choose Invite Attendees to turn the appointment into a meeting
- Choose Save & Close to finish or Send if it's a meeting



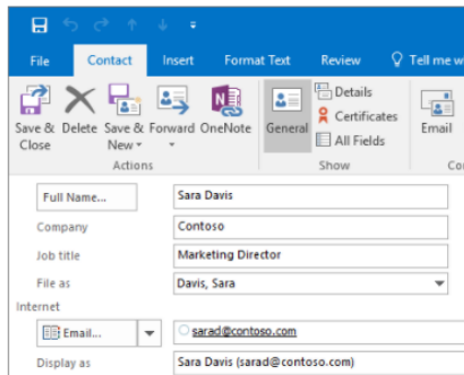
Use the Scheduling Assistant:

- The **Scheduling Assistant tool** appears after you create a meeting and helps you find the best time for your meeting by analyzing when recipients and meeting resources, such as rooms are available.
- From a new meeting request, choose **Scheduling Assistant**
- Vertical bars surrounding a shaded area represent the current time of the meeting. You can drag the bars to adjust the meeting time.
- The grid shows attendee availability. Along the right side of the meeting request, Outlook shows you suggested times to meet, along with the number of conflicts your attendees have

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Add a Contact:

- Choose **People**
- Choose **Home > New Contact** or press Ctrl + N
- Enter a name and any other information that you want to include for the contact
- Choose **Save & New** if you want to create another contact or **Save & Close** if you are done.



Share a File to Collaborate on Attachments:

- Create a message or Reply To, Reply All or Forward an existing message
- Choose Attach File
- Choose a file from the list of recent files you've worked with
- If the file shows a small cloud icon, the file is save online and you will share the file. If the file does not show a cloud, choose the small arrow and choose Upload to OneDrive.

