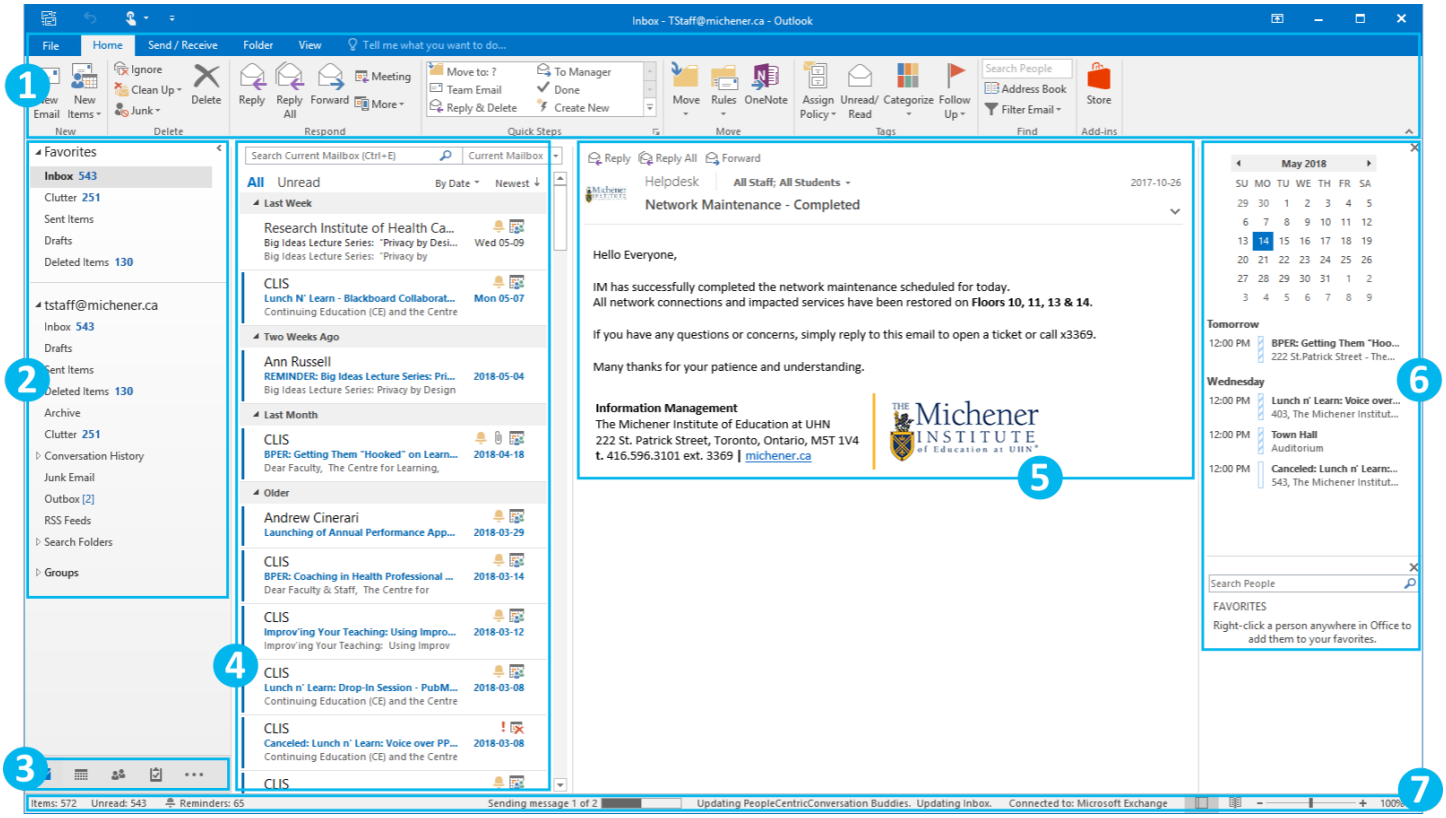
Outlook 2016 Basics

Mail

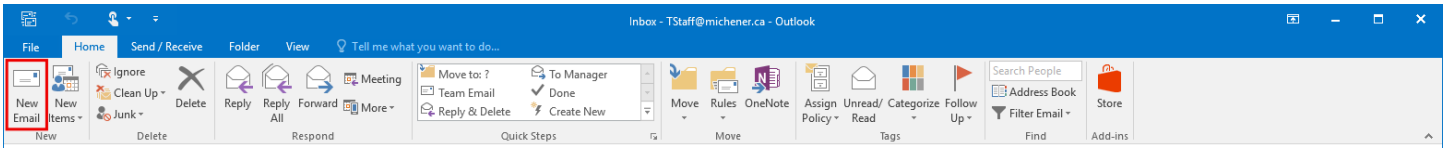


Outlook default screen is the mail screen and it is separated into several panes:

1. Ribbon
    - Ribbon tabs and tools
2. Mail Folders
    - This is where your Inbox, Sent Items, Deleted Items, Archive, Folders and additional accounts will be located
3. Navigation Pane
    - Access to different views - Mail, Calendar, Contacts, Tasks and other related items
4. Messages
    - List of messages will be displayed here
5. Reading Pane
    - View the e-mail message
6. To-Do Bar
    - Where tasks and a brief overview of your days event
7. Status Bar
    - Displays folder sync status and server connectivity

New E-mail

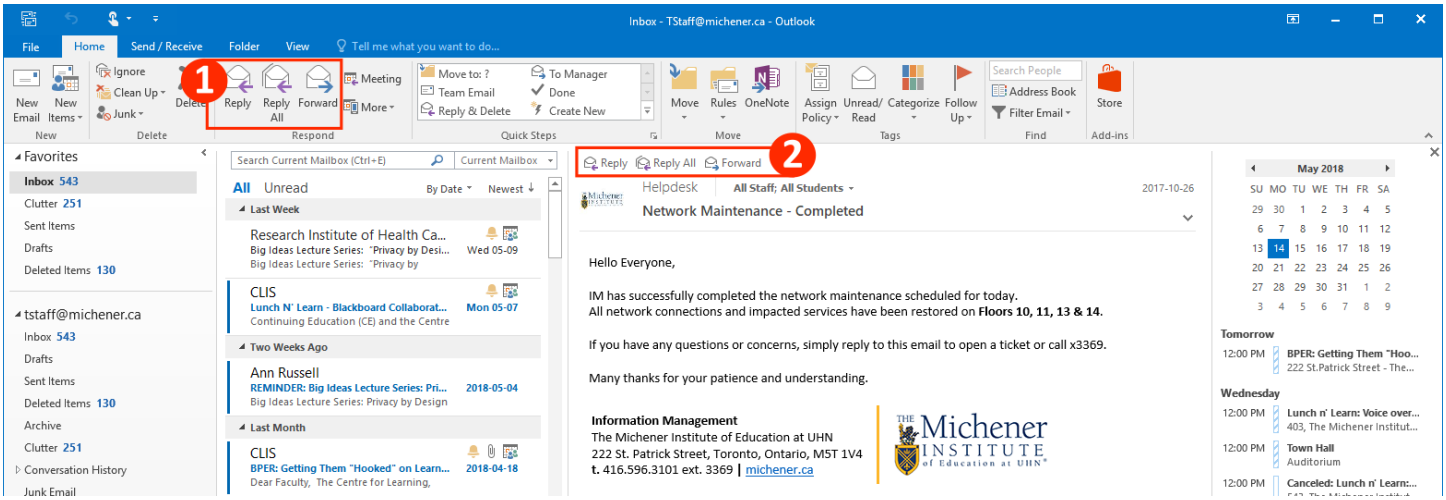
To create a new email, in the “Home” tab select “New Email”.



Reply, Reply All, & Forward

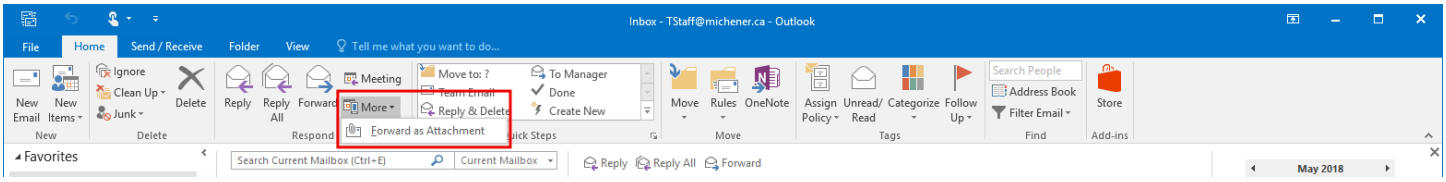
There are two way to reply or forward an email, from the Home tab and from the Reading pane.

1. In the “Home” tab, select “Reply”, “Reply All” or “Forward”.
2. From the Message panel, click “Reply”, “Reply All” or “Forward”.



Forward as an Attachment

You can forward e-mails as an attachment. To forward an items as an attachment, select the email you want to forward and click the “More” button, from there, select “Forward as an attachment”.

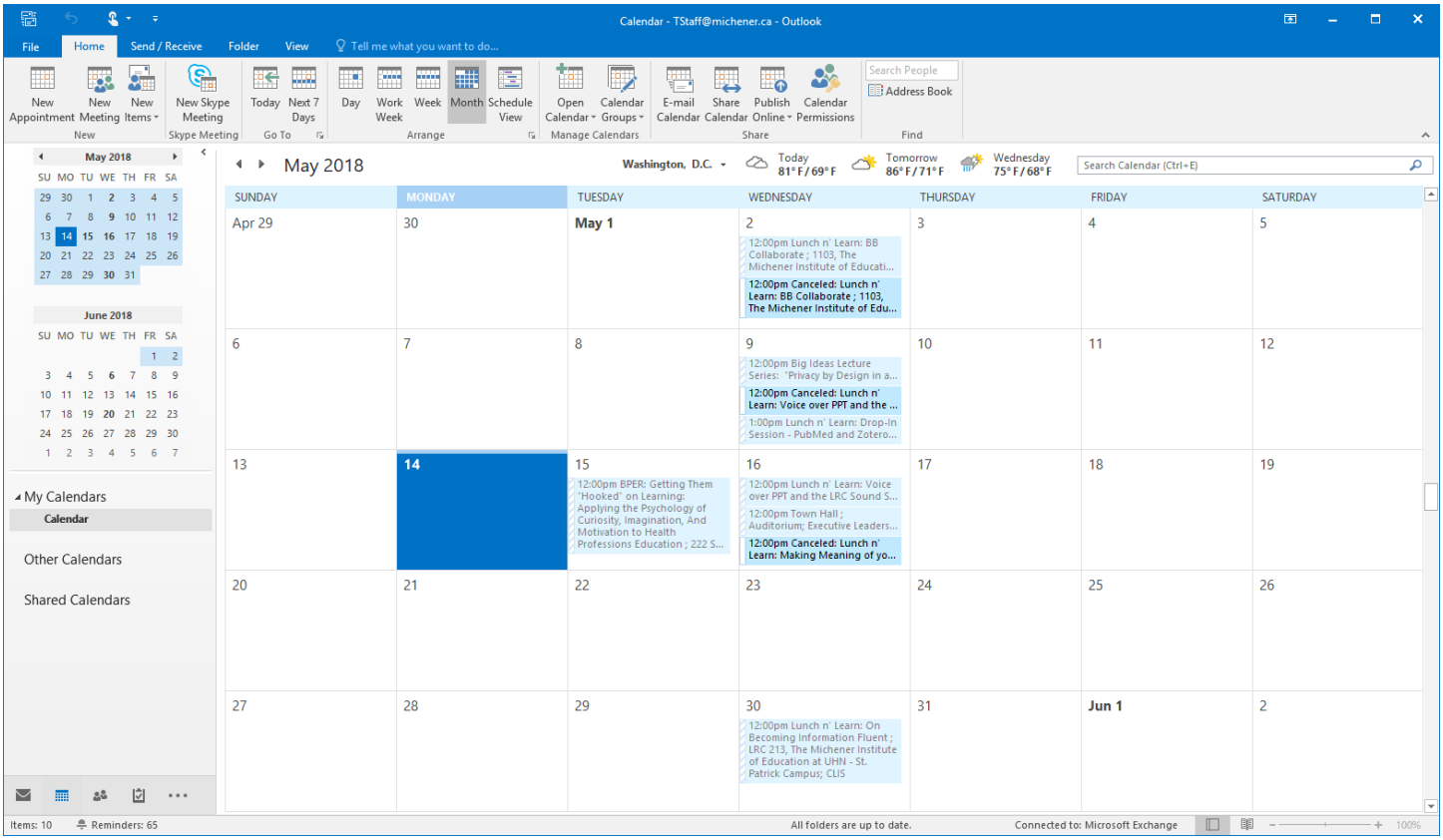


Calendar

The navigation pane allows you to switch between different Outlook features such as Mail, Calendar, and People.

To access your Calendar, click the calendar icon.

Calendar Overview



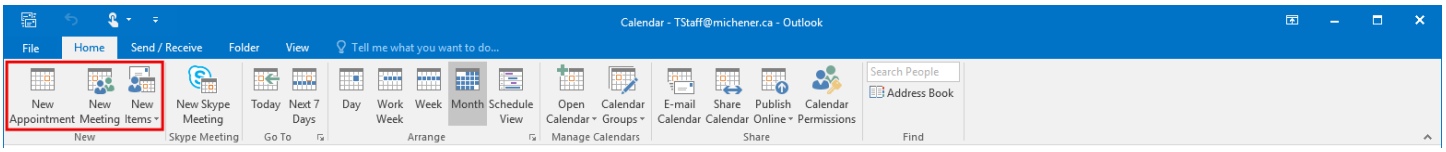
New Calendar Appointment or Meeting

There are two different activities you can create in Outlook and they are Appointment and Meeting.

Appointment: An appointment is a scheduled block of time that is created by you and only involved yourself.

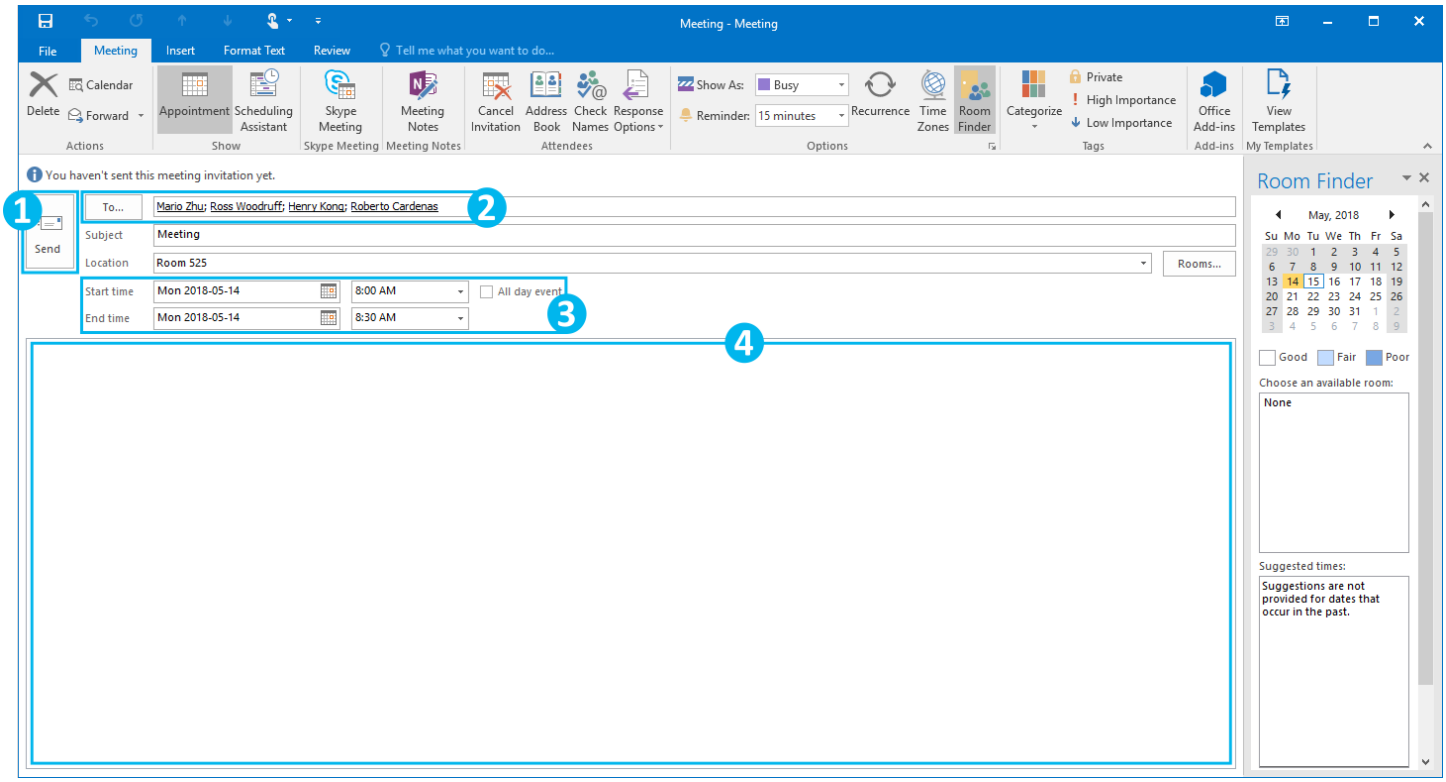
Meeting: A meeting is a scheduled block of time that is created by you or someone else, and can involved more than 1 person.

To create an activity, select “New Appointment”, “New Meeting”, or “New Items” from the “Home” tab.



Meeting

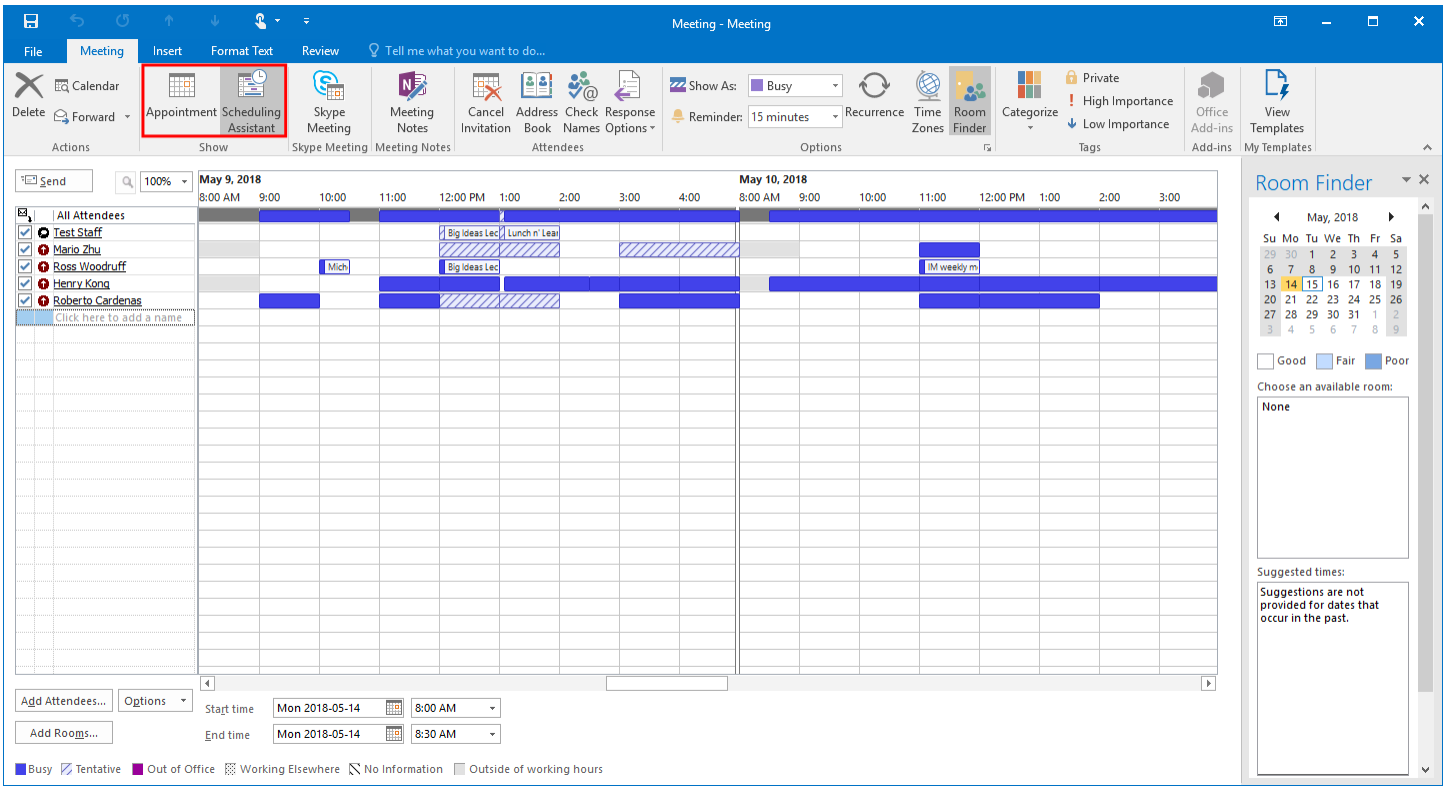
1. Send button
2. Recipients
3. Start and End time of the meeting
4. Message



Scheduling Assistant

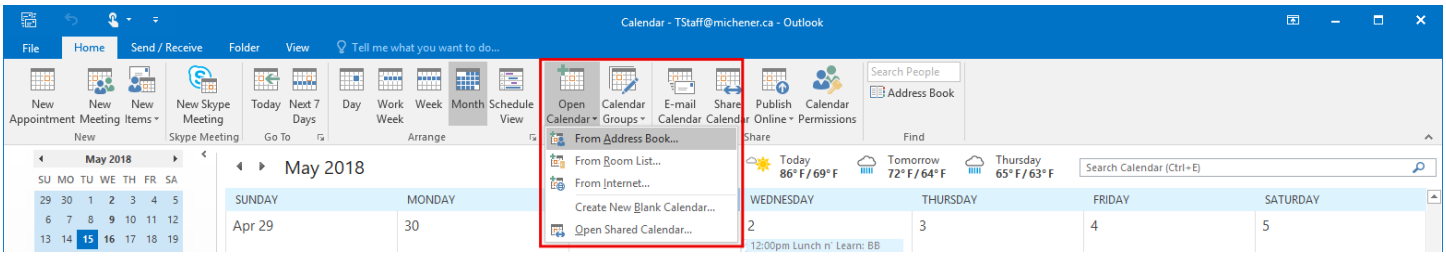
The Scheduling Assistant is a useful feature where you will be able to see when attendees are available at specific times and schedule your meeting that works best for everyone.

To switch to “Scheduling Assistant”, click “Scheduling Assistant” in the “Meeting” tab. Click “Appointment” to switch back to Meeting view.

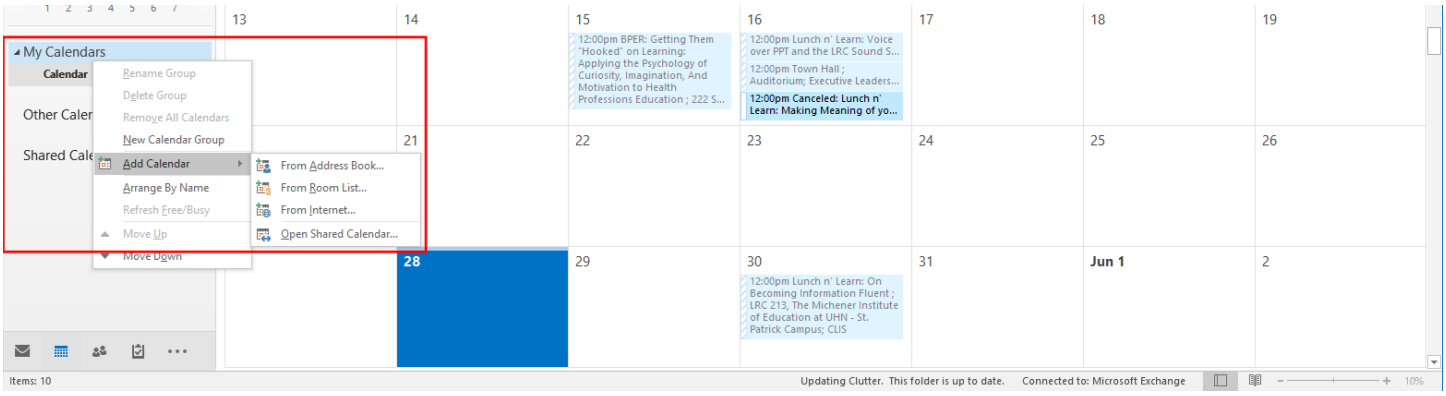


Adding an Additional Calendar

Click the Calendar Tab in the Navigation Pane – Right click “My Calendars” on the left hand side – Add Calendar – From Address book – Search for the Calendar in the Address Book.



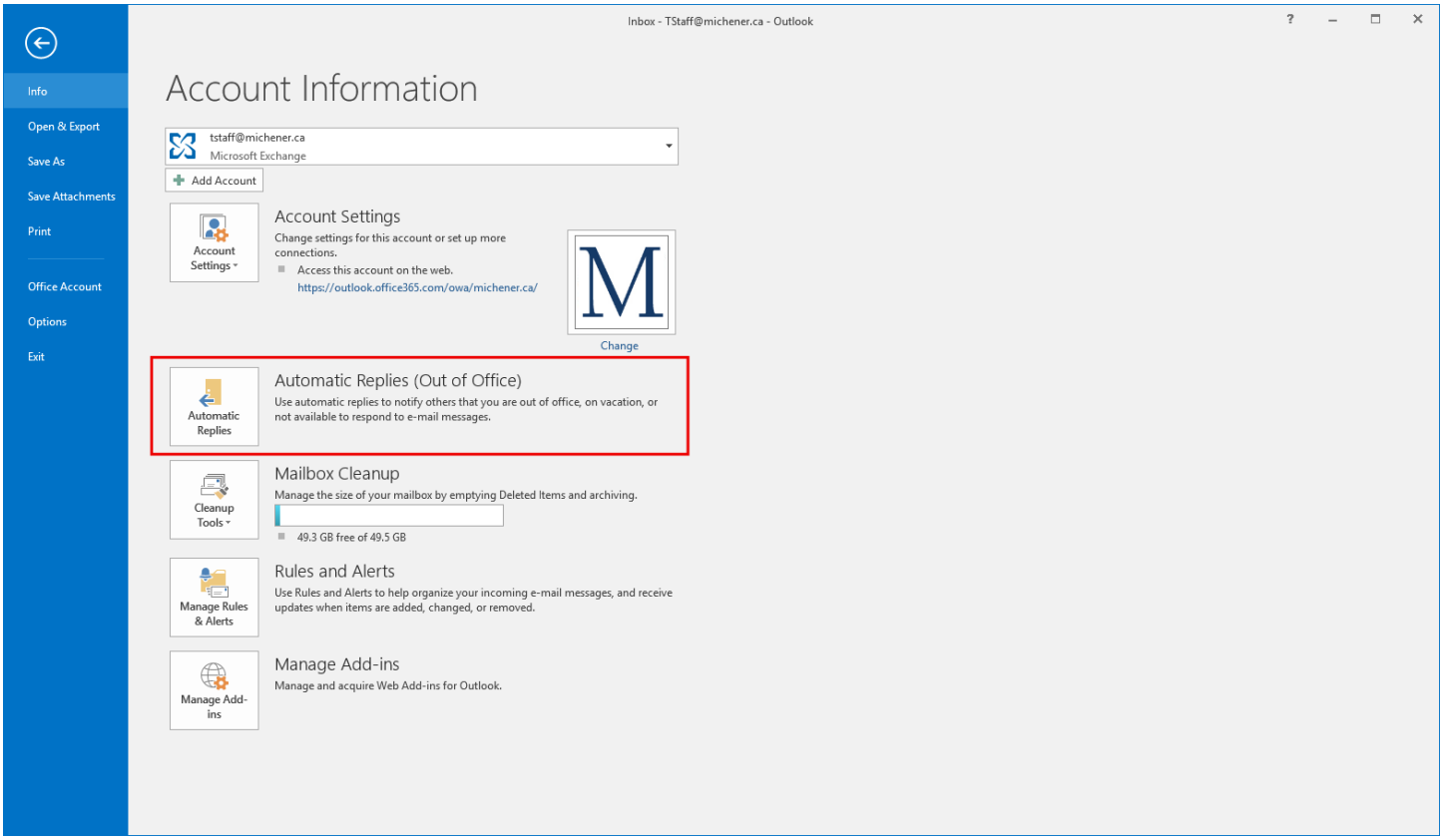
or



Other Features

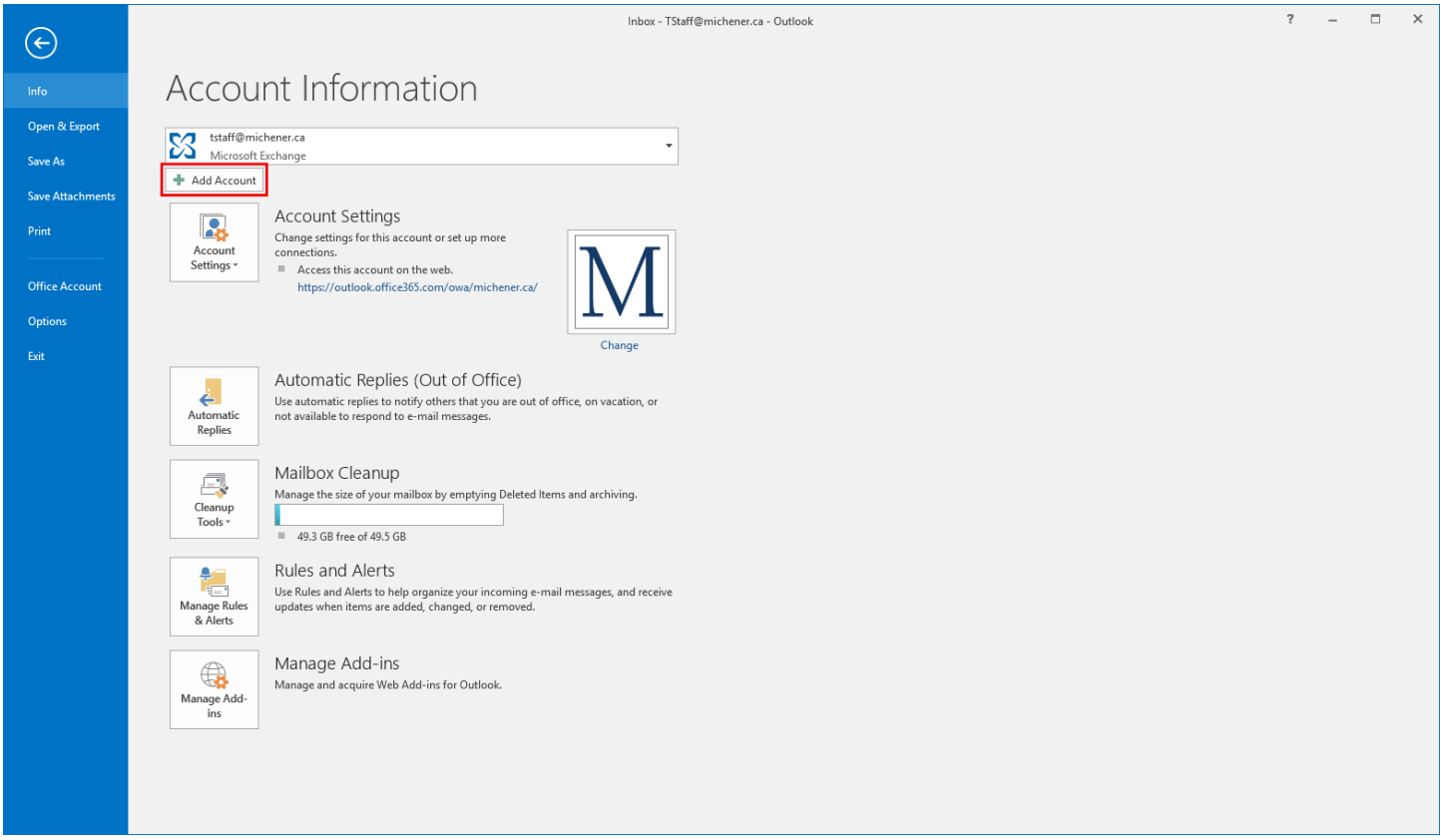
Out of Office Replies

Go to File – Automatic Replies (Out of Office) – From here you will be able to set the auto response for your emails that go inside and outside of the organisation. You can click “Rules” on the bottom left to customise this even further. If you are out of office already, you can set this up in webmail at owa.michener.ca.



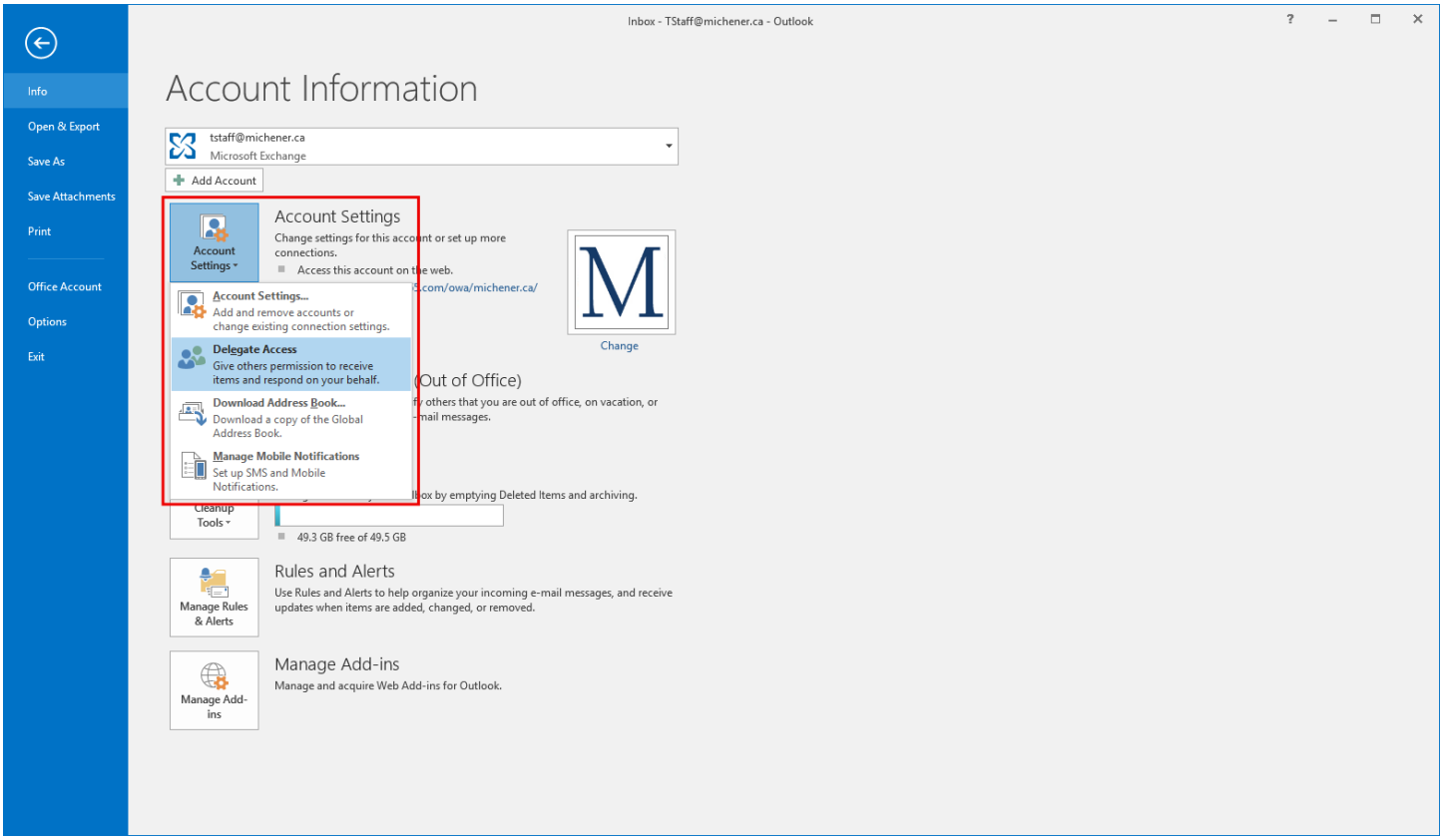
Adding an Additional Email Account (Direct Proxy Access)

Go to File – Add Account – Fill out the account information.



Granting Access to your Email, Calendar

Go to File – Account Settings – Delegate Access – Add – Click the name you want to add – Choose which permissions you want to grant access to (Calendar, Inbox, Notes)



Resources

Microsoft Office Guides and Tutorials:

https://support.office.com/en-us/article/office-quick-starts-25f909da-3e76-443d-94f4-6cdf7dedc51e?ui=en-US&rs=en-US&ad=US

Outlook 2016 Quick Start Guide (PDF):

http://download.microsoft.com/download/5/E/7/5E7E239F-B465-4D39-888F-8A5CCEF7A8AD/Outlook%202016%20QUICK%20START%20-%20WIN.pdf