Outlook® for Microsoft 365® Classic Edition

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Interface Basics

Classic vs. Simplified Ribbon

The **Classic Ribbon** is displayed along the top of the Outlook window and is divided into tabs ("Home," "Send/Receive," "Folder," etc.) Within these tabs are different groups of commands that perform various functions. The streamlined **Simplified Ribbon** contains similar, but also fewer, buttons. **To switch between ribbons**, click the "Ribbon Display Options" button at the right end of the Ribbon and select "Classic Ribbon" or "Simplified Ribbon."

Contacts (People)

Displaying the Contacts Folder
1. Click the "People" button in the Navigation Bar at the left of the Outlook window.
2. Click the "View" tab in the Ribbon.
3. Click the "Change View" button in the Ribbon and select a view.

Creating Contacts
1. Click the "Home" tab in the Ribbon.
2. Click the "New Contact" button in the Ribbon.
3. Enter the contact information. **To show additional fields**, click the "Details" button on the "Contact" tab in the Ribbon. **To switch back**, click the "General" button on the "Contact" tab.
4. Click the "Save & Close" or "Save & New" button on the "Contact" tab in the Ribbon.

Creating Contacts at the Same Company
Avoid entering duplicate company information when creating multiple contacts at the same company.
1. Select the contact with the information to copy.
2. Click the "Home" tab in the Ribbon.
3. In the Classic Ribbon, click the "New Items" button. **Or**, in the Simplified Ribbon, click the "New Contact" button's arrow.
4. Select "Contact from the Same Company."
5. Enter the contact information. **To show additional fields**, click the "Details" button on the "Contact" tab in the Ribbon. **To switch back**, click the "General" button on the "Contact" tab.
6. Click the "Save & Close" or "Save & New" button on the "Contact" tab in the Ribbon.

Editing Contacts
1. **To edit a contact**, double-click the contact. **Or**, select the contact, click the ellipsis (...) in the Reading pane, and select either "Edit Contact" or "View Profile] Outlook (Contacts)" from the menu.
2. Make any desired changes in the contact fields.
3. Click the "Contact" tab in the Ribbon.
4. Click the "Save & Close" or "Save & New" button in the Ribbon.

Deleting Contacts
1. Select the contact(s) to delete.
2. Click the "Home" tab in the Ribbon.
3. Click the "Delete" button in the Ribbon.

Printing Contacts
1. Select the contact(s) to print.
2. Click the "File" tab in the Ribbon.
3. Click the "Print" command at the left.
4. Click the "Print Options" button and make selections, if desired.
5. Click the "Print" button.

To quickly print a single contact to your default printer:
1. Right-click the contact.
2. Select "Quick Print" from the menu.

Creating Contact Groups
1. Click the "Home" tab in the Ribbon.
2. Click the "New Contact Group" button. **Or**, in the Simplified Ribbon, click the "New Contact" button's arrow and select "Contact Group."
3. Enter a group name in the "Name" field.
4. Click the "Contact Group" tab in the Ribbon, click the "Add Members" button, and select the "From Outlook Contacts" command.
5. Click on a contact in the "Select Members" dialog box and click the "Members" button to add them to the group. Repeat as desired.
6. **To remove a contact**, click to highlight it in the "Members" box and press the "Delete" key.
7. Click "OK," click the "Contact Group" tab in the Ribbon, and click the "Save & Close" button.

Categorizing Contacts
1. Select the contact(s) to categorize.
2. Click the "Home" tab in the Ribbon.
3. Click the "Categorize" button in the Ribbon and select a category from the drop-down. Repeat as desired to assign multiple categories.

Customizing Categories
1. Click the "Home" tab in the Ribbon.
2. Click the "Categorize" button in the Ribbon and select "All Categories" from the drop-down menu.
3. **To add a category**, click the "New" button, enter a name, select a color and shortcut key (if desired), and click "OK."
4. **To rename a category**, select it, click the "Rename" button, type a new name, and press "Enter."
5. **To delete a category**, select it, click the "Delete" button, and click "Yes" to confirm deletion.
6. **To edit a category**, select it and choose a new color and/or shortcut key from the drop-down menus.
7. Click "OK."

Searching for Contacts
1. Click into the "Search" box at the top of the Outlook window.
2. Type a name or part of a name and press the "Enter" key. Outlook displays contacts that match.
3. **To display all contacts and stop searching**, click the "Close Search" button at the right end of the "Search" box.

E-Mailing Contacts
1. Select the contact(s). **To select multiple contacts**, display a view other than People view.
2. In People view, click the contact's email address that appears in the Reading pane to the right. In any other view, click the "Home" tab in the Ribbon and click the "Email" button.
3. In the message window, enter a subject in the "Subject" field, complete the e-mail, and click the "Send" button.

Mail Merging Contacts
1. Select or display the contacts to merge.
2. Click the "Home" tab in the Ribbon.
3. Click the "Mail Merge" button in the Ribbon. **Or**, in the Simplified Ribbon, click the "More Commands" ellipsis and select "Mail Merge."
4. Select "Contacts," "Fields to merge," "Document file," and "Merge Options." Click "OK."
5. Complete the document or e-mail. **To add a field**, click the "Mailings" tab in the Ribbon of Word, click the "Insert Merge Field" button, then select the field to add.
6. **To preview**, click the "Preview Results" button in the Ribbon.
7. Click the "Finish & Merge" button on the "Mailings" tab. Select a merge type. Click "OK."

E-Mail: Reading & Organizing

Displaying the Mail Folders
1. Click the "Mail" button in the Navigation Bar at the left of the Outlook window.
2. **To display a specific folder**, click the desired folder in the Folder pane at the left. If hidden, click the triangle to the left of the parent folder.

Displaying/Hiding the Folder Pane
1. Click the "View" tab in the Ribbon.
2. Click the "Folder pane" button. **Or**, in the Simplified Ribbon, click "Layout," then select "Folder Pane."
3. Select a folder view from the menu.
4. **To display a minimized pane**, click the "Expand" button at the top of the pane. **To switch view to "Normal,"** click the pin button that replaces it.

Reading Messages
The Reading pane allows you to easily read e-mails without having to open them in a new window.
1. **To turn the Reading pane on/off**, click the "View" tab in the Ribbon, click the "Reading Pane" button (in the Simplified Ribbon, click "Layout," then "Reading Pane"), and select a view or "Off."
2. **To resize the Reading pane**, hover over the line separating the pane and the list of emails. Click and drag the double-sided arrow that appears.
3. **To view a message in the Reading pane**, click to select it in the list of e-mails.
4. **To open an e-mail in a new window**, double-click it in the list of of e-mails. When done, click the "Close" button in the window's upper-right corner.

Viewing and Opening Attachments
1. **To quickly and safely preview an attachment**, click on the attachment below the message header. If prompted, click "Preview File." **To return to the message**, click the "Back to Message" button that appears above the attachment.
2. **To fully open an attachment in its native program**, double-click it. If the program does not exist on your computer, Windows will try to locate a program to open the attachment.
3. **To close the attachment and return to Outlook**, click the "Close" button in the upper-right corner.

Saving or Removing Attachments
1. View the message containing the attachment(s).
2. **To save an individual attachment**, right-click on it and choose "Save As" from the menu.
3. **To save multiple attachments**, right-click on one attachment and choose "Save All Attachments" from the menu. Click "OK" in the dialog box to save all. **Or**, hold down the "Ctrl" key while clicking to select or deselect certain attachments and then click "OK."
4. Select the folder in which to save the attachment(s), and click "OK" or "Save."
5. **To remove an attachment**, right-click it and choose "Remove Attachment," then click the "Remove Attachment" button to confirm.

Manually Sending and Receiving
1. Click the "Send/Receive" tab in the Ribbon.
2. Click the "Send/Receive All Folders" button.
Or.
1. Press the "F9" key on your keyboard.

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Bill Dyszel

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