

# Outlook 2016 Introduction

## Quick Reference Guide

Comprehensive video training & instruction manual available at [www.teachucomp.com](http://www.teachucomp.com)

### Contacts (People)

#### Displaying the Contacts Folder

1. Click the "People" button on the Navigation Bar on the bottom of the Outlook window.
2. Select a name type in the "Current View" group on the "Home" tab in the Ribbon, if desired.

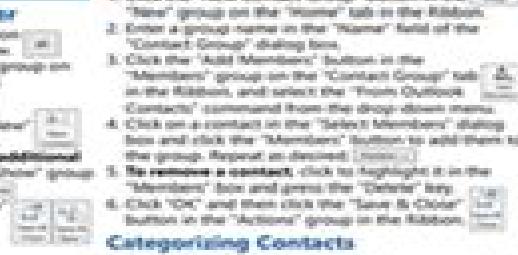
#### Creating Contacts

1. Click the "New Contact" button in the "New" group on the "Home" tab in the Ribbon.
2. Enter the contact information. To show additional fields, click the "Details" button in the "Show" group on the "Contact" tab in the Ribbon.
3. Click the "Save & Close" or "Save & New" button in the "Actions" group on the "Contact" tab in the Ribbon.

#### Selecting Contacts

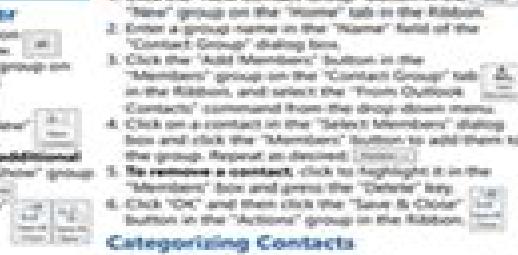
1. To select a single contact, click it.
2. To select multiple non-adjacent contacts, click the first contact, press and hold the "Ctrl" key and select any other contacts. Release the "Ctrl" key.
3. To select multiple adjacent contacts, click the first contact, press and hold the "Shift" key while clicking the last contact in the group. Release the "Shift" key.

#### Editing Contacts

1. To edit a contact in People view, select it and click the "Outlook (Contact)" hyperlink under "Value Source" in the Reading Pane to display the "Contact" window. In either window, double-click the contact.
2. Make any changes and click the "Save & Close" or "Save & New" button in the "Actions" group on the "Contact" tab in the Ribbon.
3. To edit a contact in People view using an abbreviated "Contact" window, double-click the contact. Click the "Plus" sign next to a category and make selections and changes. Click the "Save" button when done. 

#### Linking Contacts

Multiple contact cards for a single person can be open at the same time. To change it to a different view, click the "List" button.



## Instructions



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"Contact" button on the "Actions" tab in the "Contact" ribbon. Select a merge type and click "OK".

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### E-Mail: Reading & Organizing

#### Displaying the Mail Folders

1. Click the "Mail" button on the Navigation Bar at the bottom 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 "Folder Pane" button on the "Layout" group on the "Home" tab in the Ribbon.
2. Select a folder view from the drop-down "Normal," "Navigation," or "Off."
3. To display minimized folders, 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 a mail without having to open them in a new window.

1. To turn the Reading Pane on/off, click the "Reading Pane" button in the "Layout" group on the "Home" tab in the Ribbon and select "Normal," "Navigation," or "Off."

2. To review the Reading Pane, hover over the line separating the pane and the list of emails. Click and drag the mouse until where that appears.
3. To view a message in the Reading Pane, click to select it in the list of emails.
4. To expand an email in a new window, double-click it in the list of emails. 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 button in the message header.

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# Microsoft Outlook Instruction Manual

**Wolfgang Guggemos**

## **Microsoft Outlook Instruction Manual:**

Microsoft Outlook 2019 Training Manual Classroom in a Book TeachUcomp ,2020-10-26 Complete classroom training manual for Microsoft Outlook 2019 177 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create and manage contacts use advanced email techniques manage and use the calendar use tasks create groups use the journal and much more Topics Covered CHAPTER 1 GETTING ACQUAINTED WITH OUTLOOK 1 1 The Outlook Environment 1 2 The Title Bar 1 3 The Ribbon 1 4 The Quick Access Toolbar 1 5 Touch Mode 1 6 The Navigation Bar Folder Pane Reading Pane and To Do Bar CHAPTER 2 MAKING CONTACTS 2 1 The Contacts Folder 2 2 Customizing the Contacts Folder View 2 3 Creating Contacts 2 4 Basic Contact Management 2 5 Printing Contacts 2 6 Creating Contact Groups 2 7 Categorizing Contacts 2 8 Searching for Contacts 2 9 Calling Contacts 2 10 Mapping a Contact s Address CHAPTER 3 EMAIL 3 1 Using the Inbox 3 2 Changing the Inbox View 3 3 Message Flags 3 4 Searching for Messages 3 5 Creating Addressing and Sending Messages 3 6 Checking Message Spelling 3 7 Setting Message Options 3 8 Formatting Messages 3 9 Using Signatures 3 10 Replying to Messages 3 11 Forwarding Messages 3 12 Sending Attachments 3 13 Opening Attachments 3 14 Ignoring Conversations CHAPTER 4 THE SENT ITEMS FOLDER 4 1 The Sent Items Folder 4 2 Resending Messages 4 3 Recalling Messages CHAPTER 5 The Outbox Folder 5 1 Using the Outbox 5 2 Using the Drafts Folder CHAPTER 6 USING THE CALENDAR 6 1 The Calendar Window 6 2 Switching the Calendar View 6 3 Navigating the Calendar 6 4 Appointments Meetings and Events 6 5 Manipulating Calendar Objects 6 6 Setting an Appointment 6 7 Scheduling a Meeting 6 8 Checking Meeting Attendance Status 6 9 Responding to Meeting Requests 6 10 Scheduling an Event 6 11 Setting Recurrence 6 12 Printing the Calendar 6 13 Teams Meetings in Outlook 6 14 Meeting Notes CHAPTER 7 Tasks 7 1 Using Tasks 7 2 Printing Tasks 7 3 Creating a Task 7 4 Setting Task Recurrence 7 5 Creating a Task Request 7 6 Responding to Task Requests 7 7 Sending Status Reports 7 8 Deleting Tasks CHAPTER 8 Deleted Items 8 1 The Deleted Items Folder 8 2 Permanently Deleting Items 8 3 Recovering Deleted Items 8 4 Recovering and Purging Permanently Deleted Items CHAPTER 9 GROUPS 9 1 Accessing Groups 9 2 Creating a New Group 9 3 Adding Members to Groups and Inviting Others 9 4 Contributing to Groups 9 5 Managing Files in Groups 9 6 Accessing the Group Calendar and Notebook 9 7 Following and Stop Following Groups 9 8 Leaving Groups 9 9 Editing Managing and Deleting Groups CHAPTER 10 The Journal Folder 10 1 The Journal Folder 10 2 Switching the Journal View 10 3 Recording Journal Items 10 4 Opening Journal Entries and Documents 10 5 Deleting Journal Items CHAPTER 11 Public Folders 11 1 Creating Public Folders 11 2 Setting Permissions 11 3 Folder Rules 11 4 Copying Public Folders CHAPTER 12 Personal Private Folders 12 1 Creating a Personal Folder 12 2 Setting AutoArchiving for Folders 12 3 Creating Private Folders 12 4 Creating Search Folders 12 5 One Click Archiving CHAPTER 13 Notes 13 1 Creating and Using Notes CHAPTER 14 Advanced Mailbox Options 14 1 Creating Mailbox Rules 14 2 Creating Custom Mailbox Views 14 3 Handling Junk Mail 14 4 Color Categorizing 14 5 Advanced Find 14 6

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Complete classroom training manuals for Sage 50 Accounting Two manuals Introductory and Advanced in one book 247 pages and 68 individual topics Includes practice exercises and keyboard shortcuts You will learn how to setup a company file work with payroll sales tax job tracking advanced reporting and much more **Using Microsoft Outlook** Michael Sauers,2001 This guide to Microsoft Outlook offers instruction on organizing searches and reference interviews managing correspondence and mailing lists and creating interlibrary communication systems It also uses library based examples to

explain the uses of every function including signatures sorting and filing scheduling and categorizing contacts creating and viewing documents finding lost items and customizing preferences Sauers is the Internet trainer for the Bibliographical Center for Research **Microsoft Outlook 2000 Step by Step Courseware Expert Skills Class Pack** ActiveEducation (Firm),2000 This STUDENT GUIDE is a key part of the Microsoft STEP BY STEP COURSEWARE series which provides everything you need to learn Microsoft software products This guide will help you master advanced techniques with Microsoft Outlook 2000 **Education Outlook** ,1894 **Sports Connection for Microsoft Office 2000** Susie H.

VanHuss,Connie Forde,2000-10 SPORTS CONNECTION integrates the software applications within Microsoft Office 2000 inlcuding Word Excel Access PowerPoint and Outlook Incorporates critical thinking skills research on the web and team building This simulation aslo emphasizes SCAN competencies of organizing researching evaluating communicating and managing information **Microsoft Outlook 98** Gaye White,Danielle Karalus,1998 **New Perspectives on Microsoft**

**Works 4.0/4.5 Introductory -- Enhanced** Clemens,Christopher M. Kelly,1998 This text offers detailed coverage extensive pedagogy and case study scenarios for a realistic approach to learning the latest version of this integrated software package Microsoft Works 4 5 4 0 for Windows 95 **New Zealand Books in Print 2004** Thorpe-Bowker Staff,2004-06 Directory containing updated bibliographic information on all in print New Zealand books 33nd edition of an annual publication The 12 500 book entries are listed by title and there is an index to authors Also provided are details of 975 publishers and distributors and local agents of overseas publishers The book trade directory includes contacts for trade organisations booksellers public libraries and specialised suppliers NZ literary awards and past winners and sources of financial assistance for writers and publishers **A Guide to Computer User Support for Help Desk & Support Specialists** Fred

Beisse,2004 A standard for help desk professionals and those considering becoming support professionals this text focuses on key information for user support professionals including decision making communicating successfully with a client determining the client s specific needs and writing for the end user This text has been updated to reflect the latest in support industry trends especially the use of Web and email based support For those considering entering the field alternate career paths for user support workers are described This edition has retained and updated the CloseUp feature which details real life scenarios of working professionals and issues in the workplace With balanced coverage of both people skills and technical skills this book is an excellent resource for those in the technical support field **The New Education** ,1889 **The**

**Software Encyclopedia** ,1997 **Computers, Communications, and Information** Sarah E. Hutchinson,Sarah Hutchinson Clifford,Stacey C. Sawyer,1998 Designed for the introduction to computers or computer literacy course found in the business or CIS department at two year and four year schools **American Book Publishing Record** ,2000 **The Cumulative Book Index** ,1999 **The British National Bibliography** Arthur James Wells,2004

This book delves into Microsoft Outlook Instruction Manual. Microsoft Outlook Instruction Manual is a vital topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Microsoft Outlook Instruction Manual, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
  - Chapter 1: Introduction to Microsoft Outlook Instruction Manual
  - Chapter 2: Essential Elements of Microsoft Outlook Instruction Manual
  - Chapter 3: Microsoft Outlook Instruction Manual in Everyday Life
  - Chapter 4: Microsoft Outlook Instruction Manual in Specific Contexts
  - Chapter 5: Conclusion
2. In chapter 1, the author will provide an overview of Microsoft Outlook Instruction Manual. The first chapter will explore what Microsoft Outlook Instruction Manual is, why Microsoft Outlook Instruction Manual is vital, and how to effectively learn about Microsoft Outlook Instruction Manual.
3. In chapter 2, the author will delve into the foundational concepts of Microsoft Outlook Instruction Manual. The second chapter will elucidate the essential principles that must be understood to grasp Microsoft Outlook Instruction Manual in its entirety.
4. In chapter 3, this book will examine the practical applications of Microsoft Outlook Instruction Manual in daily life. The third chapter will showcase real-world examples of how Microsoft Outlook Instruction Manual can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Microsoft Outlook Instruction Manual in specific contexts. This chapter will explore how Microsoft Outlook Instruction Manual is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Microsoft Outlook Instruction Manual. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Outlook Instruction Manual.

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