

# Outlook



## Quick Start Guide

New to Outlook? Use this guide to learn the basics.

**Quick Access Toolbar**  
Keep favorite commands permanently visible.

**Explore the ribbon**  
See what Outlook can do by selecting the ribbon tabs and exploring available tools.

**Find whatever you need**  
Enter a keyword or phrase to look up Outlook commands, get help, or search the Web.

**Customize the ribbon display**  
Choose whether Outlook should auto-hide the ribbon.

**Your inbox, your way**  
Sort and filter messages, and group messages by subject in conversation view.

**Show or hide the ribbon**  
Select options to switch between the Simplified and Classic ribbons.

**Read emails faster**  
Dock the reading pane on the side or at the bottom to view messages where you want to.

**View connection status**  
See your folder sync status and server connection status here.

**Display what you need**  
Switch between the different Outlook features like Mail, Calendar, and People views.

**Manage Outlook Groups**  
Communicate with teams and share conversations, messages, calendar, and events.

**Navigate your mail folders**  
Select a folder to see its contents. To turn this pane on or off, select View > Folder Pane.

# Microsoft Outlook 2012 User Guide

**CH Cherryholmes**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

## **Microsoft Outlook 2012 User Guide:**

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