

Quick Start Guide

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



Outlook

Set up your account

You can use Outlook 2016 as soon as you enter your account info. On the ribbon, select **File > Info** and then select the **Add Account** button. Next, sign in with your preferred email address, or use an account provided by your company or school.

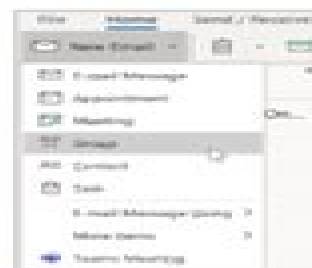


Attach files without searching

Need to attach a picture or a document? Outlook saves you time by keeping a list of your recently used files. Select the **Attach File** button while composing a new message or meeting invitation, and then select the file you want to attach.

Set up an Outlook group

If you're running Outlook as part of an eligible Office 365 subscription, you can use Groups instead of distribution lists to more effectively communicate and collaborate with members of a team or an organization.



To create a new group in Outlook 2016, On the ribbon, select **Home**, and then select **New Items > Group**.

If you don't see this as an option on this menu, contact the administrator of your Microsoft Office 365 subscription for more information.

From the listbox of any of your Groups, you and the other members can start or join a conversation, create or confirm team events, see a list of members, and get notifications about interactions on any of your shared posts.

To join an existing group, start by searching for its name. On the ribbon, select

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Sabine Zange

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Table of Contents Microsoft Outlook Quick Guide

1. Understanding the eBook Microsoft Outlook Quick Guide
 - The Rise of Digital Reading Microsoft Outlook Quick Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Outlook Quick Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Outlook Quick Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Outlook Quick Guide
 - Personalized Recommendations
 - Microsoft Outlook Quick Guide User Reviews and Ratings
 - Microsoft Outlook Quick Guide and Bestseller Lists
5. Accessing Microsoft Outlook Quick Guide Free and Paid eBooks

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- Microsoft Outlook Quick Guide Budget-Friendly Options
- 6. Navigating Microsoft Outlook Quick Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Outlook Quick Guide Compatibility with Devices
 - Microsoft Outlook Quick Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Outlook Quick Guide
 - Highlighting and Note-Taking Microsoft Outlook Quick Guide
 - Interactive Elements Microsoft Outlook Quick Guide
- 8. Staying Engaged with Microsoft Outlook Quick Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Outlook Quick Guide
- 9. Balancing eBooks and Physical Books Microsoft Outlook Quick Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Outlook Quick Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Outlook Quick Guide
 - Setting Reading Goals Microsoft Outlook Quick Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Outlook Quick Guide
 - Fact-Checking eBook Content of Microsoft Outlook Quick Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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