

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.

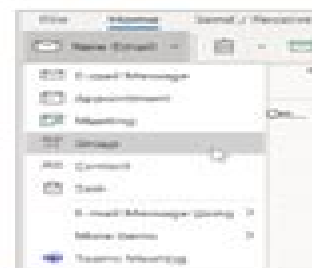


Attach files without searching

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 inbox 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

Microsoft Outlook Quick Guide

DP Hallahan

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 Quick Guide:

Microsoft Outlook 97 For Windows For Dummies Quick Reference Bill Dyszel,1997-05-13 To get a real productivity boost from Outlook you need Microsoft Outlook 97 For Windows For Dummies Quick Reference With this handy concise guide you won't waste time looking up how to use the many powerful features built into Microsoft's multifaceted scheduler contact manager and communications program The perfect on the road companion to the in depth Microsoft Outlook 97 For Windows For Dummies provides practical tips so that you can take advantage of the Outlook program's capabilities for workgroup collaboration task and contact management calendar maintenance exchanging e mail instant note taking and journaling

Microsoft Outlook Programming Sue Mosher,2002-10-10 A one minute manager approach to issues Explanation of how following each principle can save money or time Step by step instructions on how to accomplish objectives This book shows people how to overcome the social crisis that has resulted from the wide spread use of information technology by responsibly managing security threats protecting individual privacy reducing hazardous waste and minimizing other negative effects on IT staff and computer users as well as ordinary citizens around the world

Microsoft Outlook 98 Field Guide Stephen L. Nelson,1998 For beginning to intermediate users this field guide is the ideal concise reference on the road and in the office This A to Z compendium allows users to quickly find the information they need to accomplish tasks

Microsoft 365 Fundamentals Guide Gustavo Moraes,Douglas Romão,2022-05-27 Become a Microsoft 365 superuser and overcome challenges using the wide range of features offered by Microsoft 365 apps including SharePoint Teams Power Automate Planner and To Do Key Features Enhance your productivity with this consolidated guide to using all the tools available in Microsoft 365 Improve your collaboration and maximize efficiency using various M365 features Integrate project task and people management within one ecosystem Book Description With its extensive set of tools and features for improving productivity and collaboration Microsoft 365 is being widely adopted by organizations worldwide This book will help not only developers but also business people and those working with information to discover tips and tricks for making the most of the apps in the Microsoft 365 suite The Microsoft 365 Fundamentals Guide is a compendium of best practices and tips to leverage M365 apps for effective collaboration and productivity You'll find all that you need to work efficiently with the apps in the Microsoft 365 family in this complete quick start guide that takes you through the Microsoft 365 apps that you can use for your everyday activities You'll learn how to boost your personal productivity with Microsoft Delve MyAnalytics Outlook and OneNote To enhance your communication and collaboration with teams this book shows you how to make the best use of Microsoft OneDrive Whiteboard SharePoint and Microsoft Teams You'll also be able to be on top of your tasks and your team's activities automating routines forms and apps with Microsoft Planner To Do Power Automate Power Apps and Microsoft Forms By the end of this book you'll have understood the purpose of each Microsoft 365 app when and how to use it and learned tips and tricks to achieve more with M365 What you will learn Understand your Microsoft 365

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