

# Outlook 2013



## Quick Start Guide

Microsoft Outlook 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

### Make it yours

Customize Outlook. Choose different color schemes and different backgrounds, and synchronize them with your other computers.

### Search

You can search a folder, subfolders, even other mailboxes.

### Manage message tasks in the Message List

Categorize, Flag, or Delete messages right where they live—in the Message List.

### Backstage view

Click the **File** tab to open the Backstage view, where you add account and change settings.

### Reply from the reading pane

Reply and Forward right from the reading pane. Write a reply in the reading pane, too.

### Peek

See a quick view of your Calendar, People, and Tasks. Even see upcoming appointments.

### Go more in the To-Do Bar

The To-Do Bar displays the date navigation, your appointments, people, and your task list.

### People pane

See details about everyone in the **To**, **From**, or **Cc** lines for each message.



# Microsoft Outlook Instructions Manual

**TD Snyder**



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