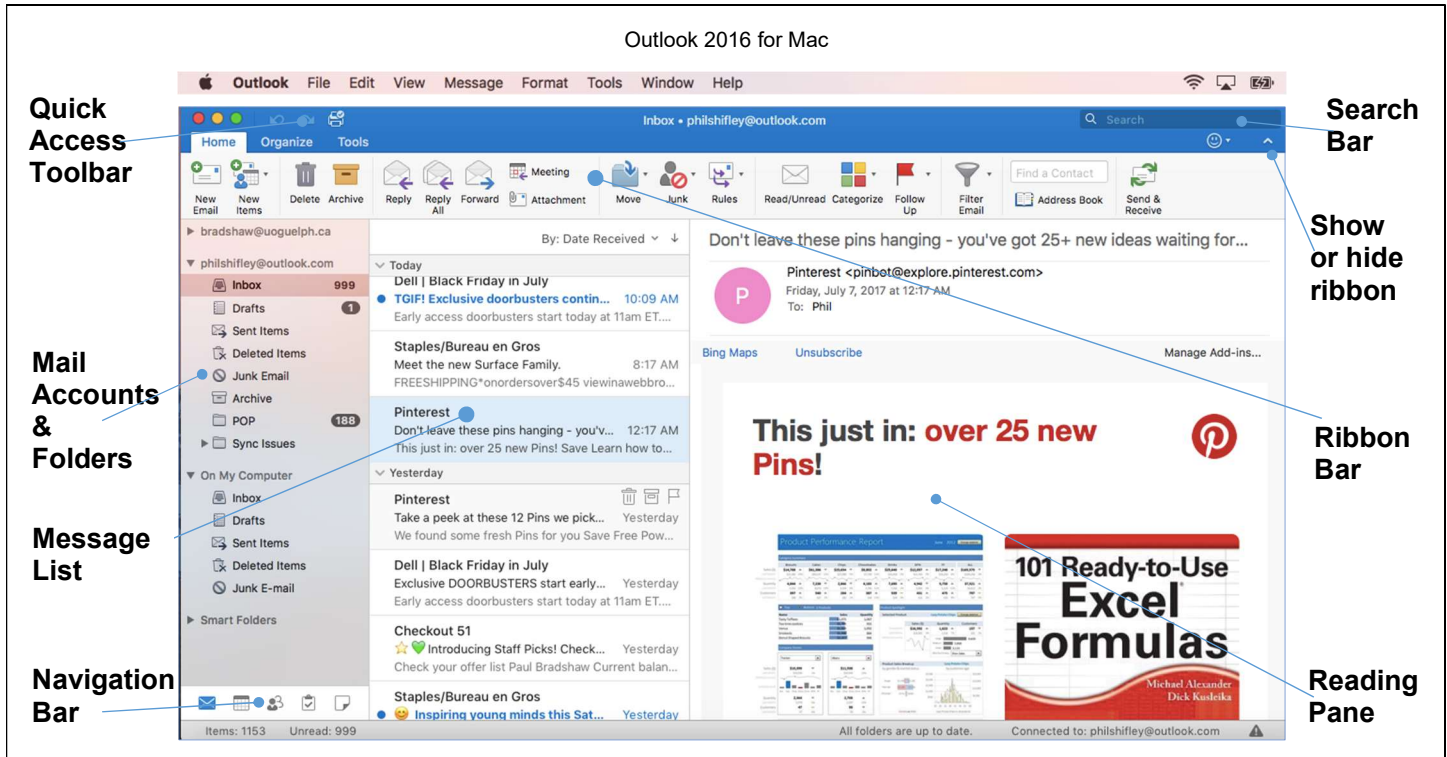# Outlook 2016 for Mac
QuickStart

Welcome to Outlook 2016 for Mac. This is a quick overview of the Outlook desktop application. Outlook 2016 is the only desktop email and calendaring client recommended and supported by Computing & Communications Services.


Outlook 2016 for Mac

Quick Access Toolbar

Located on the top left corner of the Outlook window, this toolbar allows you quick access to the Print, Undo and Redo actions.

Mail Accounts & Folders

Click on a mail folder to open it. Control-click on a folder displays a drop-down menu that offers you different folder management options for that folder. If you are managing more than one email account, each email account will be displayed as well as their mail folders and subfolders.
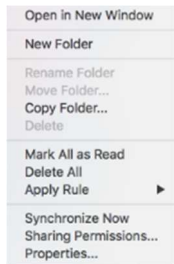
▶ This triangle symbol displayed to the left of a folder indicates that the folder has subfolders. Click on it to expand or collapse the folder.

Message List Pane

Lists the messages in the folder you have currently selected.
Clicking on **Message** in the menu bar or Control-clicking on an email in this pane gives you a drop-down menu with different ways to handle the email message.

Navigation Bar

You can easily switch between email, calendaring, people and tasks by clicking on these icons located in the lower left corner of the window.

Search Bar

Use this to search the contents of the folder that you're currently looking at or your entire mailbox if you want. Clicking on the search bar will open up a Search tab in the ribbon with extensive options for searching.

Ribbon Bar

If you've used other Microsoft Office applications, you are already familiar with the ribbon bar. It provides access to different tabs that group related actions together. For instance, under the Home tab, you will find actions related to reading, composing and otherwise handling email.

Reading Pane

Displays the contents of the currently selected email message.

Creating a new email message

Under the Home tab at the top of the Outlook window,
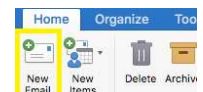
click on **New Email**. If you select **New Items** you get a drop-down menu with other related actions you can perform such as creating a new Calendar entry or creating a new contact in your Address Book.

Responding to a message

Click on the message you'd like to respond to and select **Reply** from the ribbon under the Home tab. You can also **Reply to All** or **Forward** the message.

File (Saving and Printing)

Clicking on the **File** menu option opens a dropdown menu with actions you can perform, including the **Save** and **Print** commands. You'll also find **New** which allows you to create other items in Outlook including meetings and appointments

Preferences

By clicking on the **Outlook** menu option and then clicking on **Preferences** in the drop- down menu displays the Preferences window. This window contains options to customize the look and feel of Outlook. "⌘ ," will also bring up the Preferences window.

Automatic Replies – Out of Office Message

To create your auto-reply message:

1) Click on the **Tools** tab.
2) Click on **Out of Office**
3) Then click on **Send Automatic Replies**
4) Enter the reply you want to send and click on OK to save it.

Tip: You can set the time period within which the automatic replies will be sent by checking the box beside "**Only send during this time period**".
You also have the ability to send different auto replies to senders from the University of Guelph (including all affiliated campuses) and Guelph-Humber (e.g. Office 365 users at @uoguelph.ca,

@guelphhumber.ca) and senders outside our organization (e.g. non @uoguelph.ca or @guelphhumber.ca).

Email Signatures

To create your email signature:

1) Click the Outlook **Outlook** option on the Menu.
2) Select **Preferences** from the menu. A window will pop up containing preferences for a number of settings including your **email signature**.
3) Click on **Signatures**.
4) You can edit the Standard signature, or create a new one by clicking on the **+** button. Enter the information you would like to include in your **email signature.**
5) Assign the default signature for each account plus what kind of emails it will be included in under **Choose default signature** at the bottom of the window.

Choose default signature:

Account: philshifley@outlook.com (Phil Shifley)
New messages: Phil Shifley's Signature
Replies/forwards: None

6) If you are staff or faculty, guidance for creating your email signature can be found here: https://www.uoguelph.ca/brand-guide/resources/#email

Attachments

To add an attachment to an email you are composing, select the Paperclip icon from the ribbon and choose a file to attach from your Mac. If you prefer, you can also drag and drop files from Finder into the body of the message.
When reading an email with an attachment, you have several options available to you for handling the file. Clicking on the down arrow displays a drop-down menu that allows you to **Open** it, **Save** it to your Mac or OneDrive, **Preview** it, or even **Edit** it.
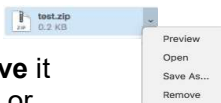
Just Getting Started At U of G?

Looking for more information on Outlook 2016?

https://www.uoguelph.ca/ccs/office365/training/online-user-guide/outlook2016mac

CCS has everything you need to get going with Office 365 at the U of G's Office 365 Website

https://www.uoguelph.ca/ccs/office365

Have you downloaded the other Microsoft Office 2016 applications including Excel, Word and PowerPoint 2016? If not, we've got you covered there too!

https://www.uoguelph.ca/ccs/office365/training/online-training-resources/getting-started-with-office365#desktopClients

Interested in what else CCS offers? Check here for a list of other services provided by CCS.

https://www.uoguelph.ca/ccs/get-started

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Need more help? CCS Is here to help you!

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Want to talk to someone in person? Come visit the IT Help Desk on the first floor of the McLaughlin Library!