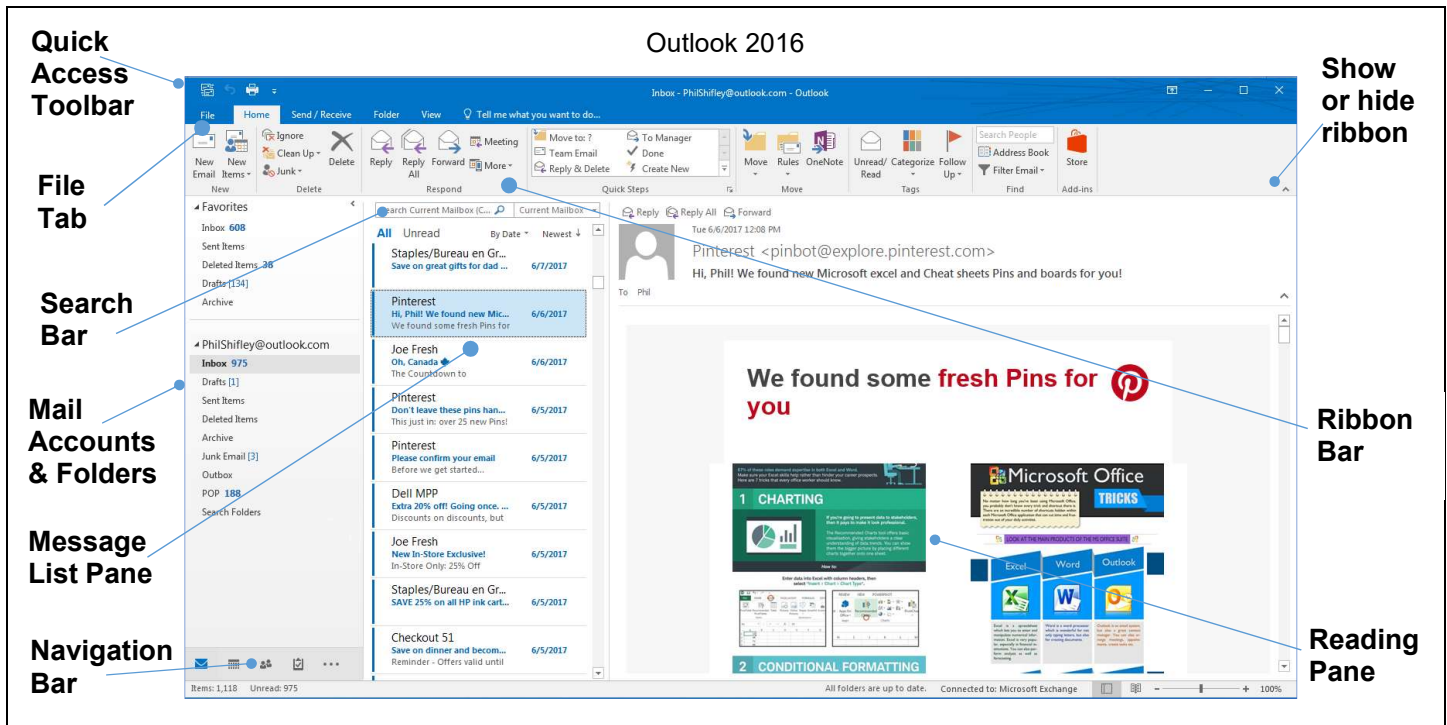


# Outlook 2016 QuickStart

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



## Quick Access Toolbar

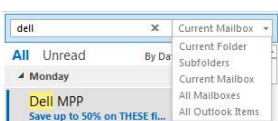
Located on the top left corner of the Outlook window, this toolbar allows you quick access to the most common Outlook actions. The toolbar is customizable and you can add and subtract items from it or change its location by clicking on

## File Tab

Clicking on the File tab reveals the **Save** and **Print** commands. You will also find **Options** for customizing Outlook 2016, allowing you to change the look and feel of Outlook as well as providing access to actions such as setting up your **out of office message** and your **email signature**.

## Search Bar

Use this to search the contents of the folder that you're currently looking at, or your entire mailbox if you want.

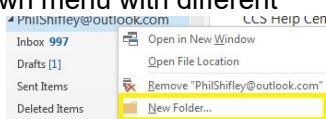


Select where you want to search from the dropdown menu next to the search box.

## Mail Accounts & Folders

If you are managing more than one email account, each email account that you have will be displayed as well as mail folders and their subfolders.

Right-clicking on a folder will reveal a drop-down menu with different ways you can manage the folder, including creating new folders and subfolders.



The triangle symbol to the left of a folder indicates that the folder has subfolders. Click on it to expand the folder or collapse it.

## Message List Pane

Lists the messages in the folder you have currently selected. Hint - Right-clicking on an email gives you a drop-down menu with a very extensive list of 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.

## Ribbon Bar

If you've used other Microsoft Office applications, you are already familiar with ribbon bars. 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

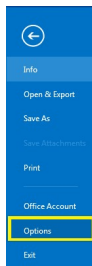
Click on the message you'd like to respond to and select **Reply** from the ribbon under the Home tab. You can also include **Reply to All** or **Forward** the message.



## Email Signatures

To create your email signature:

- 1) Select **File**
- 2) Select **Options** from the menu. A menu will appear to the left.
- 3) Next select the **Mail** tab
- 4) Click on the **Signatures** button.
- 5) Select New and type in a name for the **signature** that you're creating. Enter the information you would like to include in your **email signature** and then click on **Save**. You have created your signature!
- 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>



## Automatic Replies – Out of the Office Message

To create your auto-reply message:

- 1) Click on the **File** tab.
- 2) Click on **Automatic Replies**
- 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 range”** and choosing the relevant dates.

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).

## Attachments

To add an attachment to an email you are composing, select the paperclip icon in the Ribbon Barb and choose a file to attach from OneDrive or from your computer. You can also drag and drop files from your computer 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 directly to your computer or OneDrive, **Print** it, **Preview** it, or even edit the attachment inside Outlook.



## Just getting started at U of G?

Looking for more information on Outlook 2016?

<https://www.uoguelph.ca/ccs/office365/training/online-user-guide/outlook2016>

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