Microsoft Office
Outlook 2013

NCAOC has received permission from Microsoft to edit some training tools to include in this handout.
To access the original Microsoft version of these tools, go to:

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.

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

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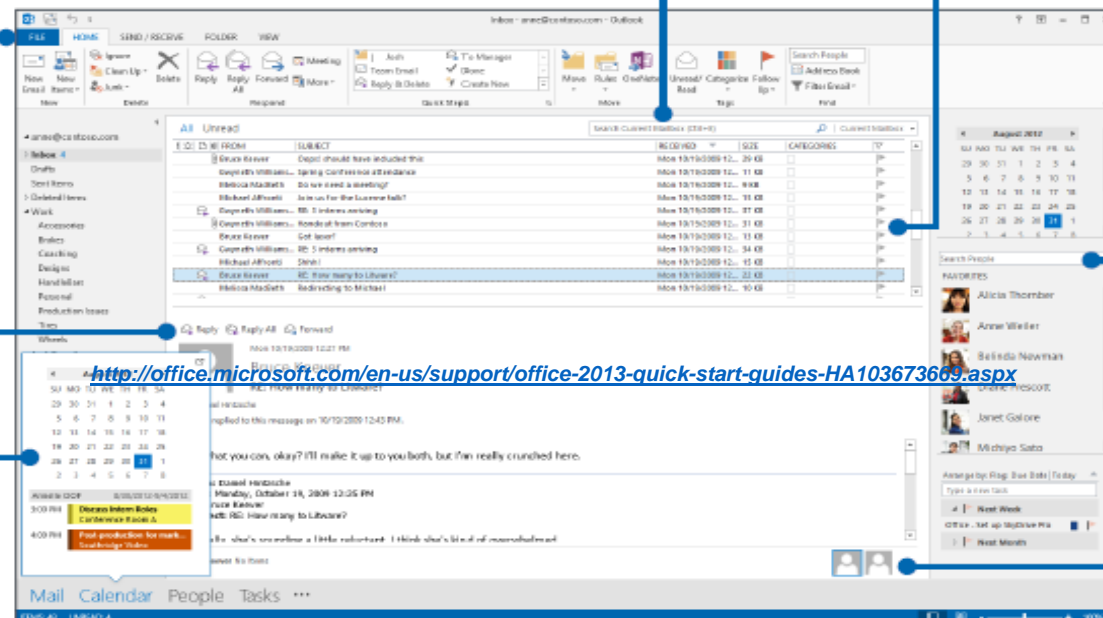Reply and Forward right from the reading pane. Write a reply in the reading pane, too.

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

http://office.microsoft.com/en-us/support/office-2013-quick-start-guides-HA103673669.aspx
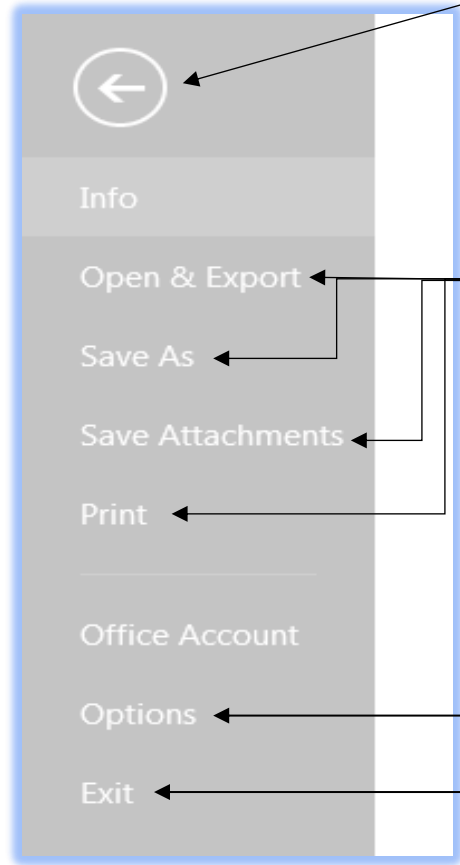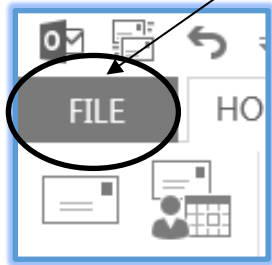
People pane
See details about everyone in the **To**, **From**, or **Cc** lines for each message.

Microsoft

Backstage View

Click here to close the Backstage View.

Click the FILE Tab to go to the Backstage View

Info

Open & Export

Save As

Save Attachments

Print

Office Account

Options

Exit

FILE   HO

2003 File Menu

File

Edit*

View
(View items are now a part of the View Ribbon)

Go*
Tools*

Actions
(Action items are now a part of the Home Ribbon)

*Functions within these menus are now located throughout the Outlook 2013 Ribbons

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Outlook 2013

Where is it Now?
Frequently Used Actions

ACTION	STEPS
Formatting Messages (Settings, Spelling, Delivery Receipt Tracking)	Click **FILE** > **Options** > **Mail**
Adding or Editing Signature	Click **FILE** > **Options** > **Mail** > Compose messages >**Signatures** button…
Printing Options	Click **FILE** > **Print**
Setting Out of Office Assistant	Click **FILE** > **Info** > **Automatic Replies** (Out of Office)
Managing Delegates (allows another person to receive and respond to emails and meeting request)	Click **FILE** > **Info** > **Account Settings** > **Delegate Access**
Setting Out of Office Assistant	Click **FILE** > **Info** > **Automatic Replies** (Out of Office)
Managing Delegates (allows another person to receive and respond to emails and meeting request)	Click **FILE** > **Info** > **Account Settings** > **Delegate Access**
Formatting Calendar Options	Click **FILE** > **Options** > **Calendar**
Create a New Email	Click **HOME** > **New Email** (on far left of Ribbon)
Managing Email Rules and Alerts	Click **HOME** > **Rules** > **Create Rule** or **Manage Rules & Alerts**
Signature Selection (within an email message)	Click **HOME** > **New Email** > **Signature** > Choose which signature you would like to appear at bottom of email message
Attaching a File	Click **HOME** > **New Email** > **Attach File** or **Attach Item**
Flagging Emails (Prioritizing)	Click **HOME** > Place cursor over selected email in View Pane > Click on **Flag Icon**
Search for Term or Name in an Email	Click **HOME** > Type term or name in **Search Current Mailbox** (in upper View Pane)
Searching for a Contact	Click **HOME** > Type name in **Search People** box (in upper right of Ribbon)
Creating a New Folder (for storing and filing emails)	Click **FOLDER** > **New Folder** > Name the new folder > Select where to place the folder>**OK**

Where is it Now?
Frequently Used Actions

ACTION	STEPS
Message Preview	Click **VIEW** > **Message Preview** > Select desired option
Viewing Reading Pane (enable/disable/view options)	Click **VIEW** > **Reading Pane** > Select desired option
Adding a New Contact	Click **People** (Navigation Pane) > **HOME** > **New Contact**
Adding a New Contact Group (Formally known as Distribution List)	Click **People** (Navigation Pane) > **HOME** > **New Contact Group** > Name the Contact Group > **Add Members**
Viewing Another's Calendar	Click **Calendar** (Navigation Pane) > **HOME** > **Open Calendar** > **Open a Shared Calendar** > **Name** (to choose name from Address Book) > **OK**
Setting Private Appointments	Click **Calendar** (Navigation Pane) > **HOME** > **New Appointment** > **Private** (upper tool bar)
Schedule a Meeting	Click **Calendar** (Navigation Pane) > **HOME** > **New Meeting**