



Niagara
College
Canada
APPLIED DREAMS

Outlook 2016

ITS (2017)

Add an email account

1. Open Outlook. If you haven't launched Outlook before, you'll see a welcome screen. Choose **Next**, **Yes**, and **Next** again. Otherwise, choose **File > Add Account**.
2. Enter your **Name**, **Email Address**, and **Password**, and then enter your password again in the **Retype Password** box.
3. Choose **Next > Finish**.

NOTE: If automatic setup failed, see [Automatic setup didn't work or I have a POP or IMAP account](#).

Add Account

Auto Account Setup

Outlook can automatically configure many email accounts.

E-mail Account

Your Name:

Example: Ellen Adams

E-mail Address:

Example: ellen@contoso.com

Password:

Retype Password:

Type the password your Internet service provider has given you.

Create and send email

1. Choose **New Email** to start a new message.
2. Enter a name or email address in the **To...**, **Cc**, or **Bcc** field.

NOTE: If you don't see Bcc, see [Show, hide, and view the Bcc box](#).

3. In **Subject**, type the subject of the email message.
4. Place the cursor in the body of the email message, and then start typing.
5. After typing your message, choose **Send**.

The screenshot shows the Outlook interface with the 'Message' ribbon selected. The ribbon includes 'File', 'Message', 'Insert', 'Options', 'Format Text', and 'Review'. The 'Message' ribbon is expanded to show 'Clipboard' and 'Basic Text' groups. The 'Clipboard' group includes 'Cut', 'Copy', 'Paste', and 'Format Painter'. The 'Basic Text' group includes font settings (Calibri, size 11), bold (B), italic (I), underline (U), text color (A), and background color (A). Below the ribbon, the 'Send' button is visible. The 'From' field is set to 'bonniek@contoso.com'. The 'To' field contains 'alexk@contoso.com;'. The 'Subject' field contains 'Update this week?'. The body of the email contains the text: 'Hi Alex!' and 'Can we check in later this week to see where we are with our goals?'.

Schedule an appointment

1. In **Calendar**, choose **New Appointment**.
2. In the **Subject** box, type a description.
3. In the **Location** box, type the location.
4. Enter the start and end times.
5. Choose **Invite Attendees** to turn the appointment into a meeting.
6. Chose **Save & Close** to finish or **Send** if it's a meeting.

Monthly Report - Appointment

File Appointment Insert Format Text Review Tell me what you want to do

Appointment Scheduling Assistant Skype Meeting Meeting Notes Invite Attendees

Subject Monthly Report

Location Conference Room 2235

Start time Mon 12/12/2016 2:00 PM

End time Mon 12/12/2016 3:00 PM

Add a contact

1. Choose **People**.
2. Choose **Home > New Contact** or press Ctrl+N.
3. Enter a name and any other information that you want to include for the contact.
4. Choose **Save & New** if you want to create another contact or **Save & Close** if you are done.

File Contact Insert Format Text Review Tell me what you want to do

Save & Delete Save & Forward OneNote General Details Certificates Email

Full Name... Sara Davis

Company Contoso

Job title Marketing Director

File as Davis, Sara

Internet Email... sarad@contoso.com

Display as Sara Davis (sarad@contoso.com)

Focused Inbox

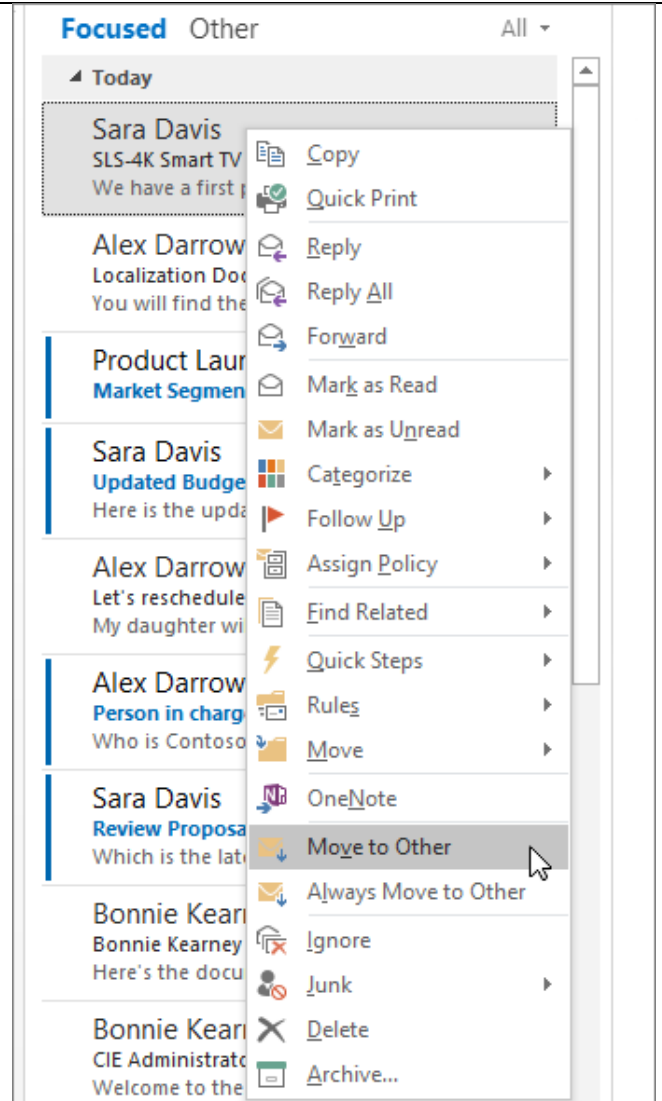
Focused Inbox helps you focus on the emails that matter most. It separates your inbox into two tabs—

Focused and **Other**.

If messages aren't organized the way you want, you can move them and specify where all future messages from that sender should be delivered.

1. From your inbox, choose the **Focused** or **Other** tab, and then right-click the message you want to move.
2. If moving from **Focused** to **Other**, choose **Move to Other** if you want only the selected message moved. Choose **Always Move to Other** if you want all future messages from the sender to be delivered to the **Other** tab.

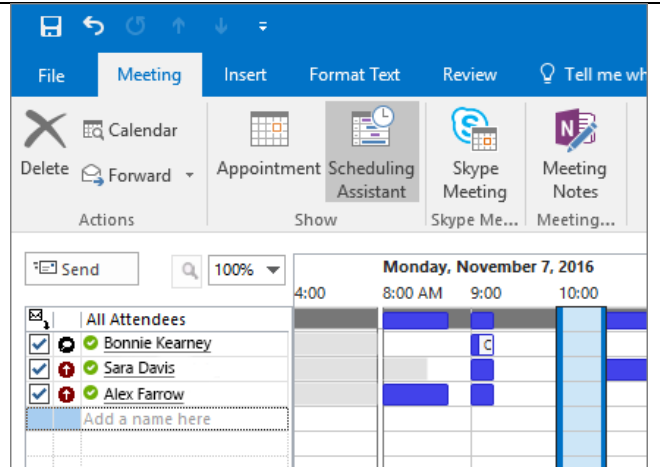
If moving from **Other** to **Focused**, choose **Move to Focused** if you want only the selected message moved. Choose **Always Move to Focused** if you want all future messages from the sender to be delivered to the **Focused** tab.



Use the Scheduling Assistant

The **Scheduling Assistant** tool appears after you create a meeting and helps you find the best time for your meeting by analyzing when recipients and meeting resources, such as rooms, are available.

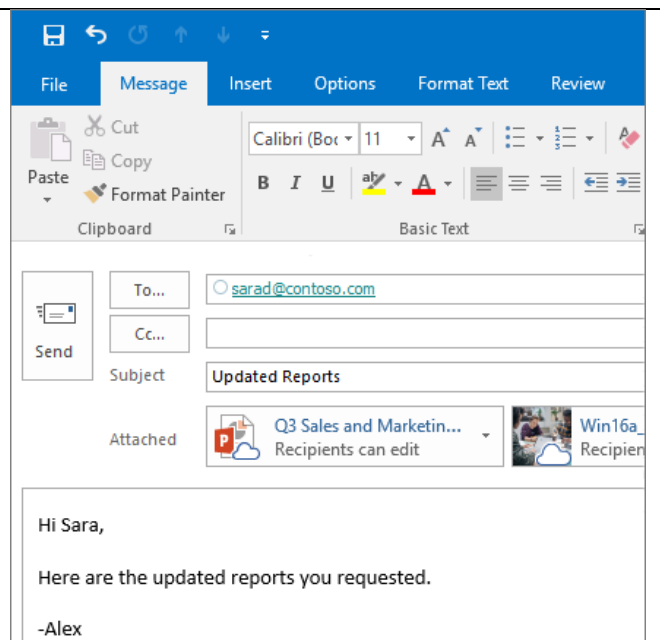
- From a new meeting request, choose **Scheduling Assistant**.
- Vertical bars surrounding a shaded area represent the current time of the meeting. You can drag the bars to adjust the meeting time.
- The grid shows attendee availability. Along the right side of the meeting request, Outlook shows you suggested times to meet, along with the number of conflicts your attendees have.

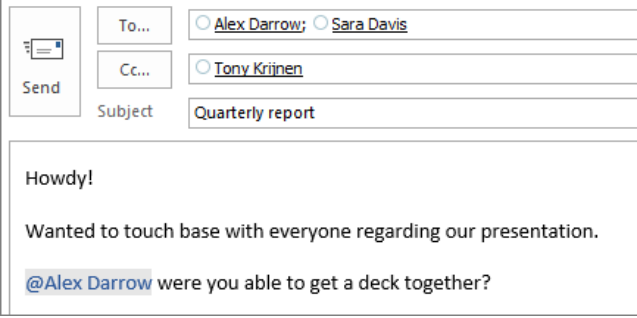


Share a file instead of sending an attachment

1. Create a message or **Reply To, Reply All** or **Forward** an existing message.
2. Choose **Attach File**.
3. Choose a file from the list of recent files you have worked with.
4. If the file shows a small cloud icon, the file is saved online and you will share the file.

If the file does not show a cloud, choose the small arrow and choose **Upload to OneDrive**.



<p>NOTE: To change edit permissions for shared files, see Manage the items attached to an email.</p>	
<p>Use @mentions to get someone's attention</p> <ol style="list-style-type: none"> 1. In the body of the email message or calendar invite, enter the @ symbol and the first few letters of the contact's first or last name. 2. When Outlook offers you one or more suggestions, choose the contact you want to mention. <p>By default, their full name is included. You can delete a portion of the mention, for example, everything other than the person's first name.</p> <ol style="list-style-type: none"> 3. The mentioned contact is added to the To line of the email or the meeting invite. 	 <p>The screenshot shows an Outlook email composition window. The 'To...' field contains '@Alex Darrow;' and '@Sara Davis'. The 'Cc...' field contains '@Tony Krijnen'. The subject line is 'Quarterly report'. The body of the email starts with 'Howdy!' followed by 'Wanted to touch base with everyone regarding our presentation.' and a mention '@Alex Darrow' followed by the text 'were you able to get a deck together?'.</p>

https://support.office.com/en-us/article/Outlook-2016-Quick-Start-e9da47c4-9b89-4b49-b945-a204aeea6726?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Next_steps