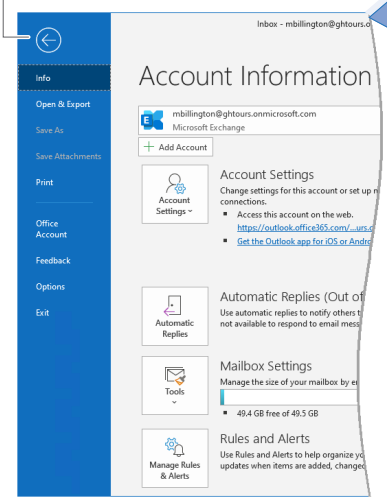
Outlook for Microsoft® 365
Quick Reference

Exploring the Outlook for Microsoft 365 Interface

Backstage view – *Provides access to pages where you can open and export Calendars and data files, save and print messages, change Outlook options, and sign in to Office. Click the* File *tab to open the Backstage view. Click this button to close to Backstage view.*



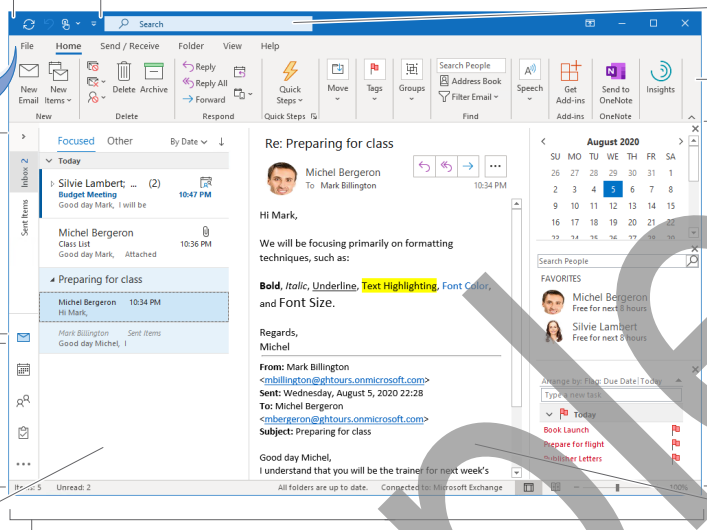
Quick Access Toolbar – *Provides quick access to button commands you use often. Click the* ▾ *button to enable or disable buttons to be shown or hidden. Click* ***More Commands*** *to further customize the Quick Access Toolbar.*

Search – *Allows you to apply commands, obtain help, and search for items in your mailbox. Click and type search text to display a list of related program commands, help topics, or mailbox items; then click the desired item listed. See "Performing a Quick Instant Search" on page 7 for additional information.*

Ribbon – *Contains commands used to perform tasks. It is organized into tabs, groups, and buttons (representing Outlook commands). To select Ribbon commands using the mouse, point to the desired items and click. See the "Contextual tabs" topic below for additional information.*

To-Do Bar – *Displays Calendar, People, and Task details in a small centralized area on your screen. See "Managing the To-Do Bar Layout" on page 2 for additional information.*

Reading Pane – *Displays the contents of a received item (Inbox) without having to open it. See "Managing the Reading Pane Layout" on page 2 for additional information.*



Status Bar – *Displays various status and mode indicators, such as the current number of items in the Inbox and the number of unread items. It also contains buttons that allow you to select different views and change the zoom level. Right-click the* ***Status Bar*** *to enable and disable the items to be shown or hidden on it.*

Folder Pane – *Allows you to select the various folders for the currently selected view. In this example, folders relating to the Mail view are displayed. See "Managing the Folder Pane Layout and the Navigation Bar" on page 2.*

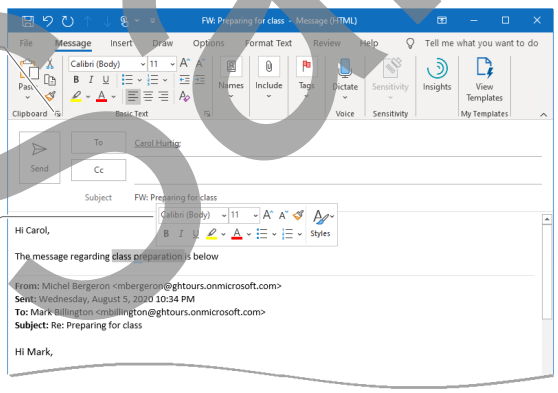
Message List – *Displays all types of information in Outlook. In the example of the* ***Inbox*** *information shown above, more details could be displayed if the width of the Message List was greater. The Message List may be resized by dragging its right border ⇹ to the desired width.*

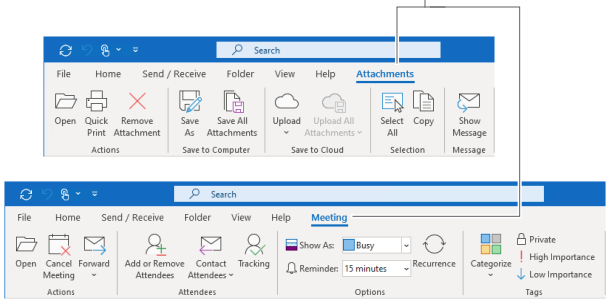
Navigation Bar – *Allows you to select different views. In this example, the Mail view is activated. See "Selecting Views and Folders" on page 2.*

Contextual tabs – *Appears on the Ribbon in addition to the standard tabs when certain objects are selected. For example, the* ***Attachments*** *contextual tab appears when an attachment is previewed in the Reading Pane. The* ***Meeting*** *contextual tab appears when a meeting item is selected in the Calendar. Contextual tabs contain groups and buttons specific to the item selected.*

Dialog Box Launcher – *Allows you to open a dialog box or task pane associated with a group to access additional functionality. Click a group's* ⧉ *button within a group (where available) as required.*

Mini toolbar – *Appears as a small floating toolbar automatically above selected text. It provides direct access to frequently used text and paragraph formatting and editing commands.*





Other contextual tabs are available for tasks such as managing tables, pictures, charts, shapes/drawings, as well as searches.

Featured Objectives

PAGE 1

Exploring the Outlook for Microsoft 365 Interface
- *Learn about the Outlook 365 user interface, including its screen components.*

PAGE 2

Getting Started
- *Learn how to launch and exit Outlook 365, as well as manage and use the Navigation Bar, the Reading Pane, the To-Do Bar, and how to print.*

PAGE 3

Working with Contacts
- *Learn how to add, view, and edit contacts.*

Working with Outgoing Mail
- *Learn how to create, format, and send messages, as well as attach files, and set message options.*

PAGE 5

Working with Incoming Items
- *Learn how to check for and preview messages, review conversations, as well as reply, forward, and delete messages, and ignore and clean up conversations.*

PAGES 6, 7, & 8

Managing and Organizing Inbox Items
- *Learn how to create folders, move, sort, and group messages, and use Instant Search.*

Working with the Calendar
- *Learn how to navigate the Calendar, select views, create appointments and meeting requests, respond to meeting requests, create and manage calendar groups, share calendars, and open shared calendars.*

Working with Tasks
- *Review how to create tasks and mark them as complete.*

Sample

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