

# Outlook for Mac



## Quick Start Guide

New to Outlook for Mac? Use this guide to learn the basics.

### Get quick access to tools and commands

See what Outlook for Mac can do by clicking the ribbon tabs and exploring new and familiar tools.

### Quick Access Toolbar

Keep popular commands right at your fingertips.

### Check for new messages

Click Send & Receive to refresh the currently selected mail folder immediately.

### Search your Inbox or mail folders

Start typing in the Search box to instantly find what you're looking for.

### Navigate your mail folders

Click a folder to display its contents. To turn this pane on or off, click View > Sidebar.

### Click to switch views

Outlook is five apps in one.

### Show or hide the ribbon

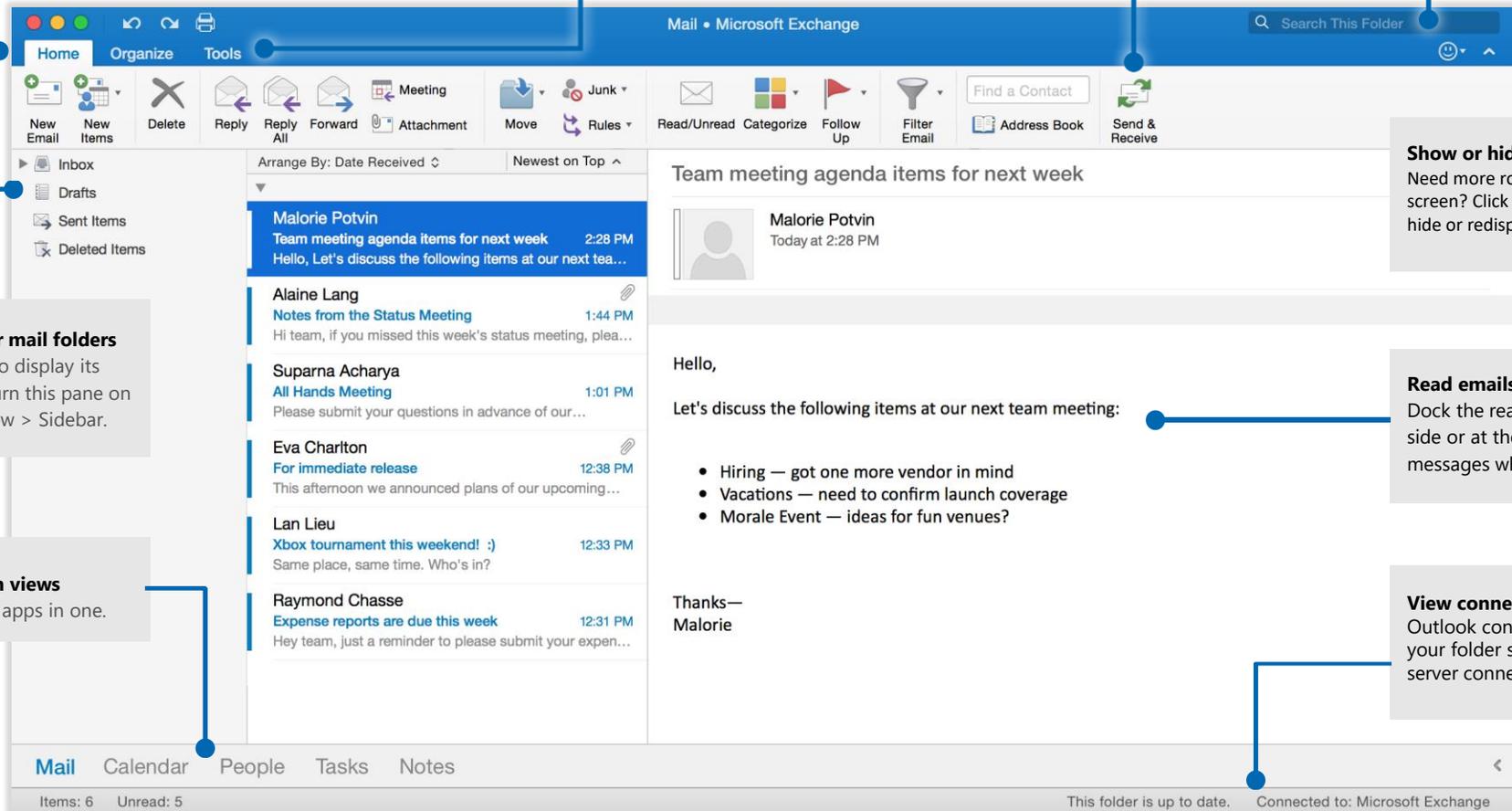
Need more room on your screen? Click the arrow to hide or redisplay the ribbon.

### Read emails faster

Dock the reading pane on the side or at the bottom to view messages where you want to.

### View connection status

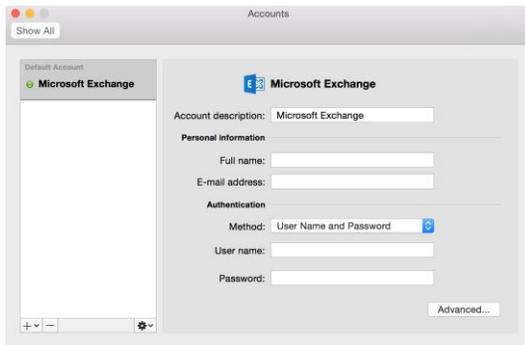
Outlook continuously displays your folder sync status and server connection status here.



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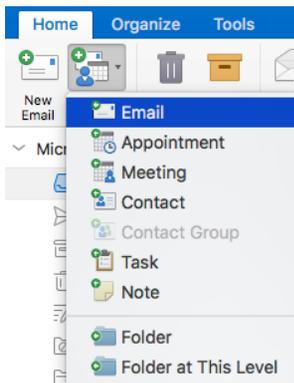
## Set up your account

You can use Outlook as soon as you enter your account info. On the ribbon, click the **Tools** tab, and then click **Accounts**. Sign in with your preferred email address, or use the account information provided by your organization or school.



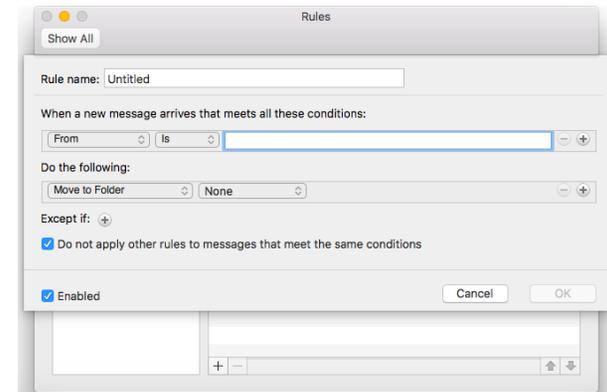
## Create new items

In **Mail** view, on the **Home** tab, click **New Email** to compose a new email message, or click **New Items** and choose the type of item you want to create.



## Organize mail with rules

If you regularly receive large amounts of email from different sources, consider setting up rules that automatically file messages into mail folders you've created. On the menu bar, select **Tools**, and then select **Rules** and select the + sign to add a new rule.



## Switch between views

There's much more to Outlook than email. At the bottom of the app window, you can easily switch between the **Mail**, **Calendar**, **People**, **Tasks**, and **Notes** views to manage all aspects of your busy life.

Commands on the ribbon switch to match the view you've selected, as will the information shown on the Outlook status bar at the bottom of the app window.



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## There's more to Outlook than email

Switch to Calendar view to manage all aspects of your busy life.

### Easy to use Calendar tools and commands

In Calendar view, the ribbon displays everything you need to manage every day, week, month, and year.

### Switch your point of view

Click to see how busy your days, weeks, and months are.

### Look someone up before scheduling

Type a name and search to verify someone's contact info before setting up a meeting.

### Search for meetings and appointments

Start typing in the Search box to instantly find what you're looking for.

The screenshot shows the Outlook for Mac Calendar application window. The title bar reads "Calendar" and includes a search box. The ribbon has three tabs: "Home", "Organize", and "Tools". The "Home" tab is active, showing icons for "Appointment", "Meeting", "New Items", "Today", "Day", "Work Week", "Week", "Month", "Open Shared Calendar", "Calendar Permissions", "Find a Contact", and "Address Book". The main area displays a calendar for September 2018, with the current day (Wednesday, the 19th) highlighted. A sidebar on the left shows a monthly view for October 2018 and a list of categories: "No Category", "Blue category", "Green category", "Orange category", "Purple category", "Red category", and "Yellow category". Below the categories are "Birthdays" and "United States holidays" checkboxes, and "Smart Folders". At the bottom of the window, there are icons for Mail, Calendar, People, Tasks, and Files. Weather information for Seattle, United States is shown at the top right of the calendar area, including "Today 20°C/13°C", "Tomorrow 18°C/14°C", and "Friday 21°C/15°C".

### Navigate your schedule

While looking at the current day, week, or month, click the Back or Forward arrows to switch the current view.

### See the forest for the trees

Too many events crowding your view? Easily select which items you want to see at any one time. Categories can be customized on the Organize tab on the ribbon.

### Weather at a glance

Check your weather forecast to make sure your meeting or event won't be rained out.

### Create new items in place

Hold the Control key while clicking anywhere in your calendar to create a new item.

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## Set your preferences

Something not working quite as expected? It's easy to change and customize options at any time. On the **Outlook** menu, click **Preferences**, and then set up Outlook the way you want.



## Get other Quick Start Guides

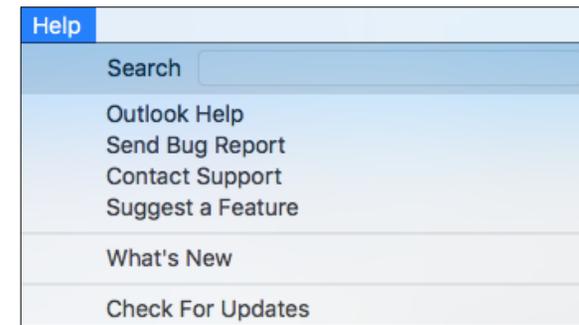
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## Get help with Outlook

On the menu bar, click **Help** to search for the Outlook features and commands that you need help with, or click **Outlook Help** to browse through popular content. To let us know if the information we've provided has been useful to you, use the feedback form at the bottom of each of our Help articles.



Or, click the **?** to open the in-app support.

