Outlook 2013

Office

Quick Start Guide

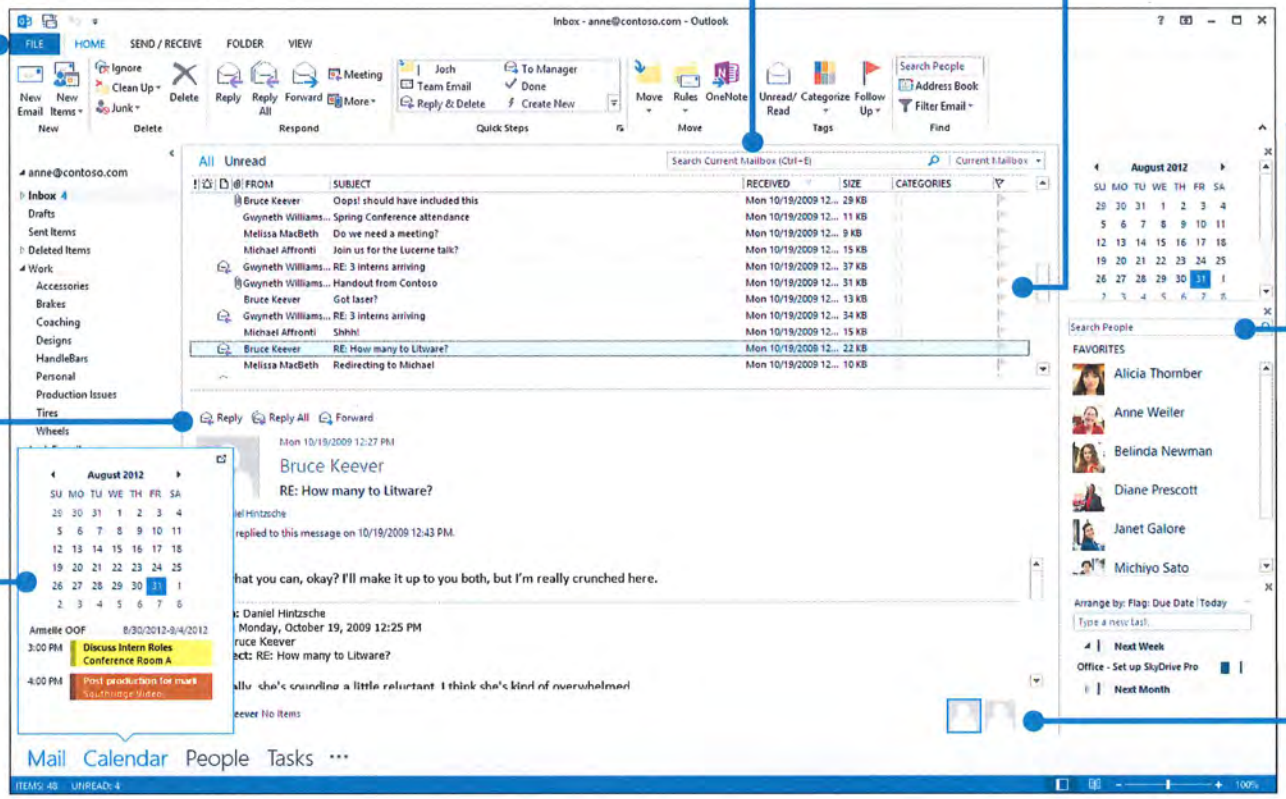
Microsoft Outlook 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

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.

People pane
See details about everyone in the **To, From,** or **Cc** lines for each message.

Microsoft

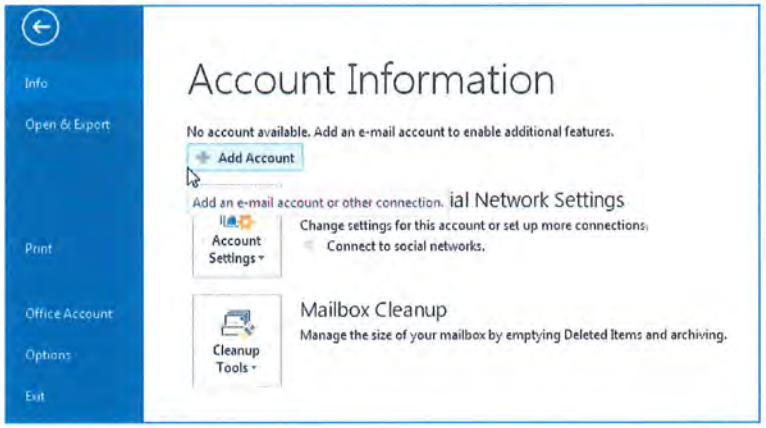
Outlook 2013

Office

First things first: Add your account

Before you can send or receive messages, you have to connect your email account. If your company uses Microsoft Exchange, Outlook 2013 will attempt to set up your email account for you.

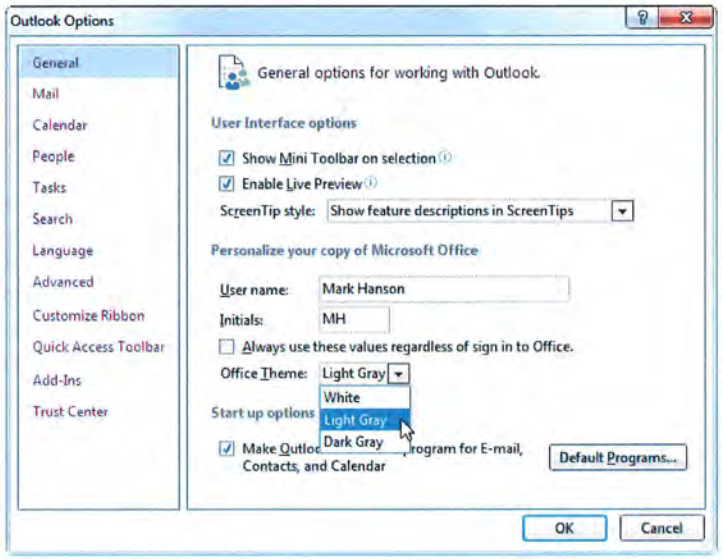
If you use Internet-based email (such as Hotmail, Gmail, or Yahoo!), enter your name, email address, and password to set up your account.



Change the Office Theme

We've redesigned Office 2013 to provide a clean, uncluttered experience — like a blank piece of paper. If you want to see the different areas of Outlook more distinctly, you can change the Office Theme.

Use your **File** > **Office Account** settings to change the Office 2013 color scheme for all of your computers, or use the **Outlook Options** to change the color scheme on just this computer. You can choose from **White, Light Gray,** or **Dark Gray.**



Outlook 2013

Office

Things you might be looking for

Use the list below to find some of the more common tools and commands in Outlook 2013.

To...	Click...	And then look in the...
Apply stationery or backgrounds to a message	**File**	Click **File** > **Options** > **Mail** > **Stationery and Fonts.** On the **Personal Stationery** tab, click **Theme.**
Send automatic replies when you're out of the office	**File**	Under **Account Information,** click **Automatic Replies** > **Send automatic replies,** and then choose your options (this feature requires a Microsoft Exchange Server account).
Insert a picture or clip art	**Insert**	From a new mail message, click **Illustrations,** and then click one of the following: **Pictures, Online Picture, Shapes, Smart Art, Chart,** or **Screenshot.**
Manage email messages by assigning rules	**Home**	In **Mail** view, click **Move** > **Rules.**
Insert a symbol or special character	**Insert**	From a new mail message, click **Symbols** > **Symbol.**
Add holidays to your calendar	**File**	Click **Options** > **Calendar.** Under **Calendar options,** click **Add Holidays.**
Share a calendar	**Home**	From the **Calendar** view, in the **Share** group, click **E-mail Calendar** > **Share Calendar** (this feature requires a Microsoft Exchange Server account), or **Publish Online.**

Outlook 2013

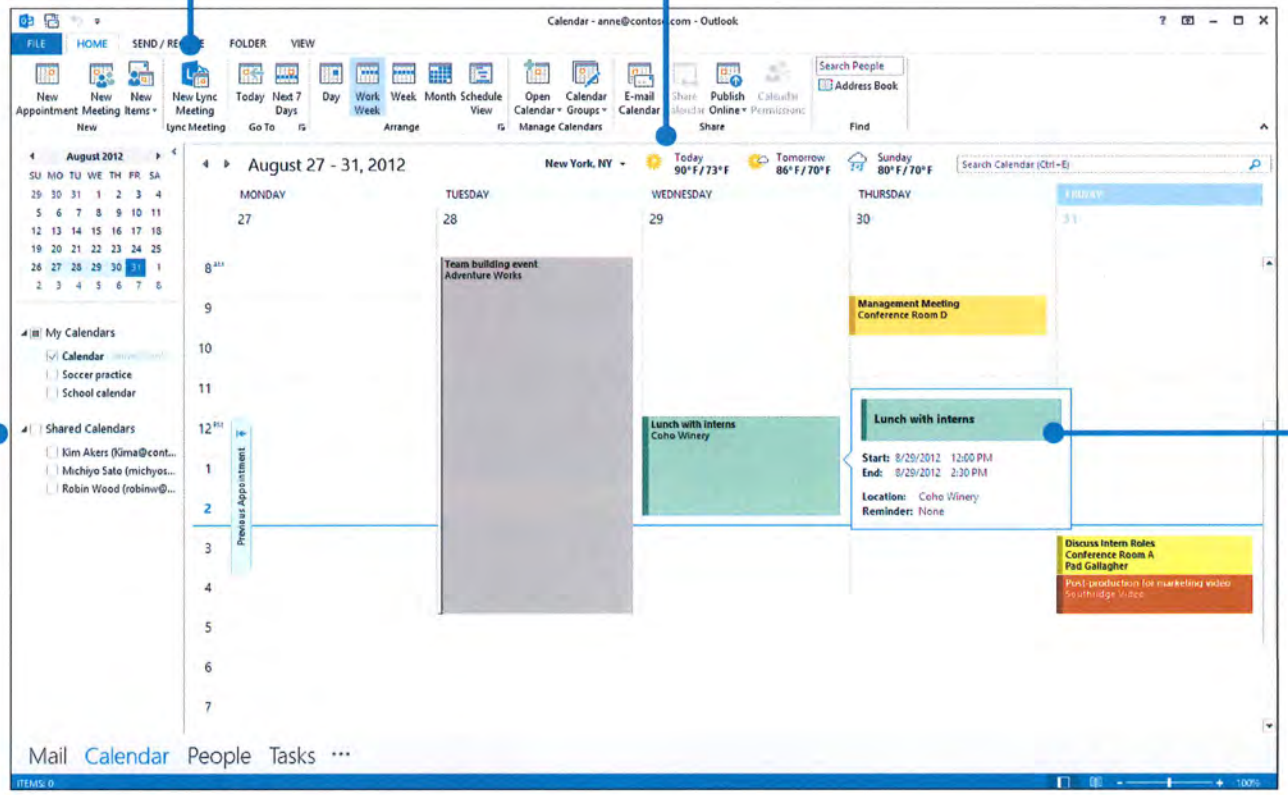
Office

Mail isn't the half of it

Communication is important, but your time is important, too. Outlook 2013 has updated how you manage your time, your people, and your tasks.

Schedule a Lync Meeting
Meet face-to-face or save yourself a trip by meeting online with Lync 2013.

Plan for the weather
Glance at the forecast for your city and up to four others. When you plan an out-of-town meeting, you'll know what to pack.



View other people's calendars
Quickly see the best times to schedule a meeting with others.

Peek
Mouse over a meeting or an appointment to see its details.

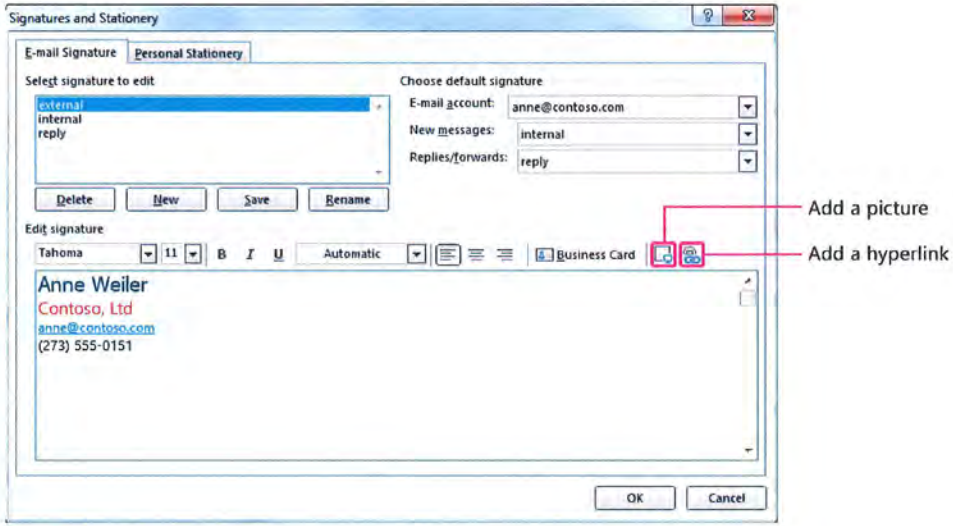
Outlook 2013

Office

Create an email signature

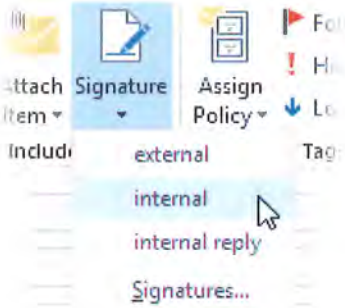
To create a new email signature, do the following:

1. Click **File** > **Options** > **Mail.** Under **Compose messages,** click **Signatures.**
2. In the **E-mail** Signature tab, click **New,** and then type a name for the signature.
3. In the **Edit signature** box, type the text that you want to include in the signature, then use the built-in tools to format it.



If you've already created a signature, you can copy it from one of your sent messages and then paste it here.

Automatically add a signature to messages

To automatically add a signature to new email messages, do the following:

1. From any view, click **File** > **Options** > **Mail.** Under Compose messages, click **Signatures.**
2. Under **Choose default signature,** choose the signature to add to **New Messages.** If you want, choose a different signature for **Replies/forwards.**
3. To manually add a signature to a new message, from a new message, on the **Message** tab, in the **Include** group, click **Signature,** and then click the signature that you want.