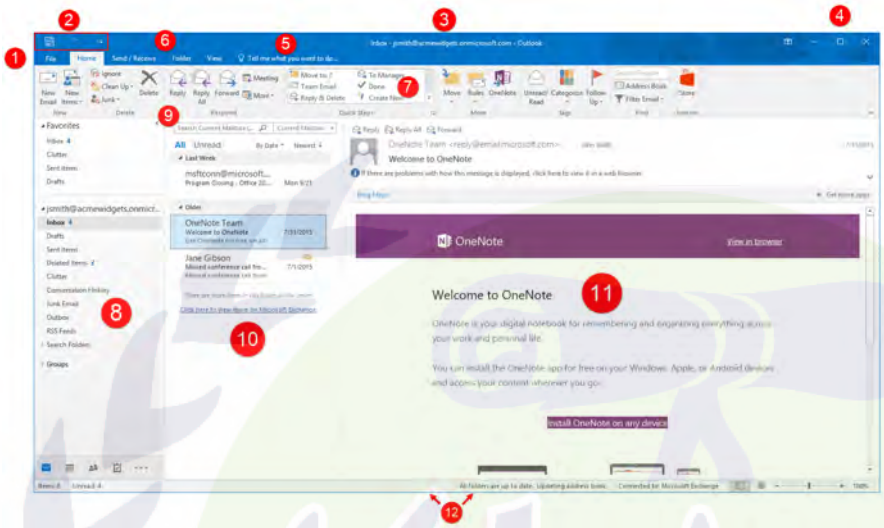
Microsoft® Office Outlook® 2016 Part 1

Quick Reference Guide

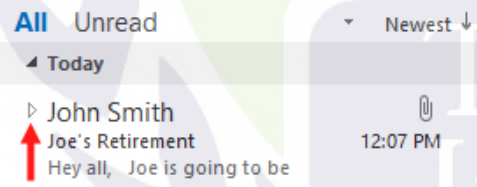
Components of the Outlook Interface



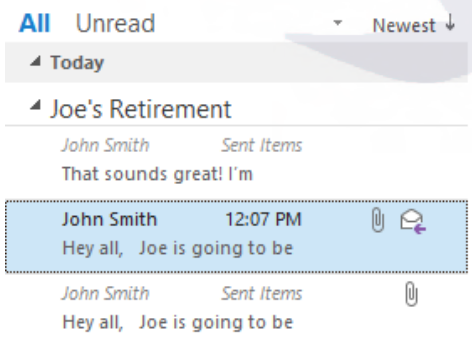
1: File Menu (Backstage View)
2: Quick Access Toolbar
3: Title Bar
4: Window Controls
5: Tell Me
6: Tabs
7: Groups
8: Navigation Pane
9: Search Box
10: Working Area
11: Reading Pane
12: Status Bar

Conversations

This feature groups all sent and received e-mails that share the same subject line:



Clicking this arrow will expand or collapse the conversation. Here is an example of a conversation that has been expanded:



Types of Calendar Entries

There are three primary types of entries that can be added to the calendar in Outlook:

- Appointments are intended to be used when you have an obligation that occurs during a specific time frame.
- Meetings are similar to appointments; however, they also include expanded features like attendance management options.
- Finally, all-day events are obligations that span days rather than hours. For example, a conference would typically be considered an event.

No matter which type of entry you add to a calendar, you have the option to schedule them as recurring. This means that you can have an activity appear on a regular basis going forward so that you do not having to manually enter them in each time. Recurring events are identified in the calendar by the following symbol:

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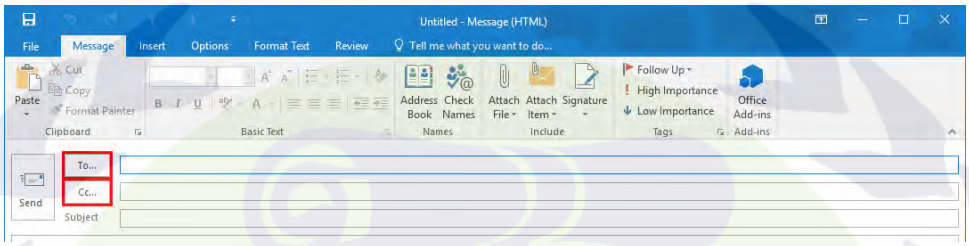
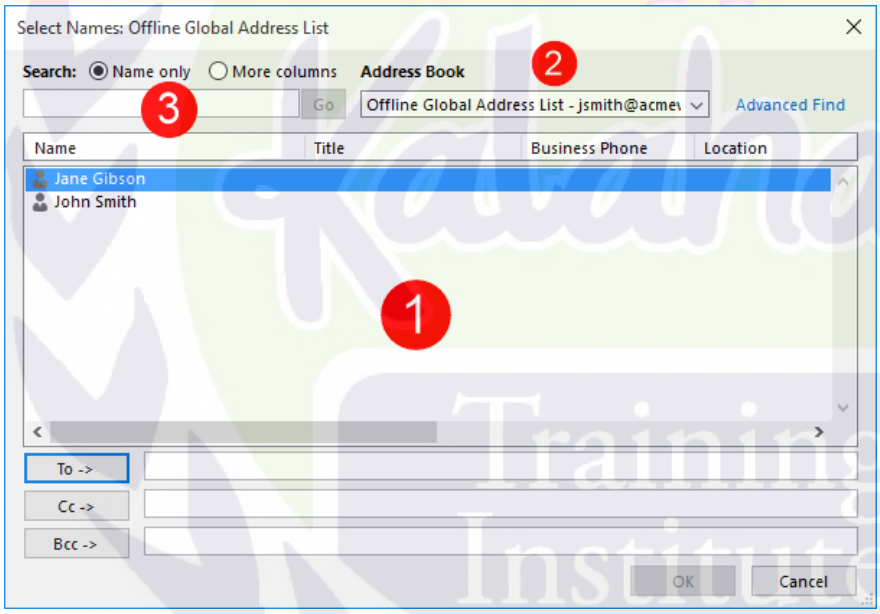
The Address Book

To access the address book and use it to insert contact information while composing a new message, click the To, Cc, or Bcc (if enabled) buttons. The keyboard shortcut for this command is Ctrl + Shift + B:



After clicking on any of these buttons, the Select Names dialog box will be displayed:



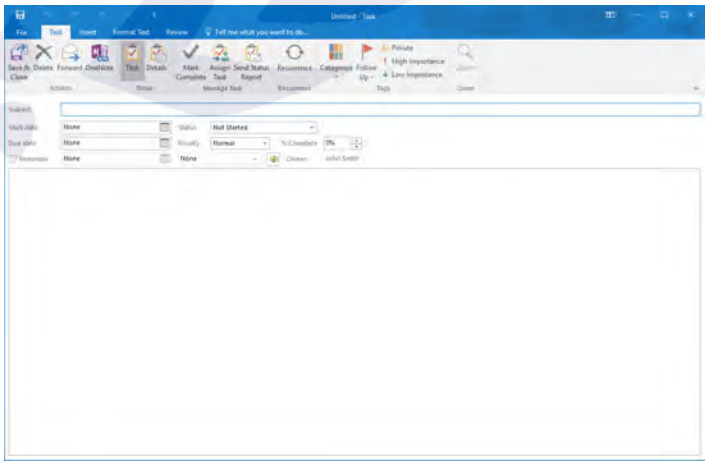
The main text area of this dialog box will show all of the **contacts (1)** that appear in your default contacts list. By clicking the **Address Book drop-down menu (2)**, you are able to choose the contacts list that you would like to display in this dialog box.

Near the top left-hand corner of this dialog box, you will see the **Search field (3)**. By typing a name into this text box, you are able to jump to a particular contact.

Creating Tasks

To create a new task, click Home → New Task while in the Tasks workspace. (You can also create a new task from any workspace with the Ctrl + Shift + K shortcut.) The Task form contains the following fields:

- Subject
- "Start date" and "Due date"
- Status
- Priority drop-down menu
- % Complete
- Reminder
- Body



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