

Outlook

Quick Start Guide

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



Outlook

Set up your account

You can use Outlook 2016 as soon as you enter your account info. On the ribbon, select **File > Info** and then select the **Add Account** button. Next, sign in with your preferred email address, or use an account provided by your company or school.

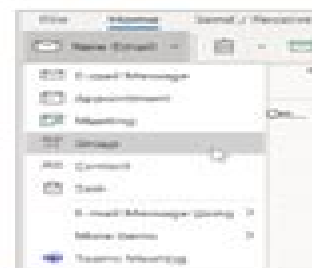


Attach files without searching

Need to attach a picture or a document? Outlook saves you time by keeping a list of your recently used files. Select the **Attach File** button while composing a new message or meeting invitation, and then select the file you want to attach.

Set up an Outlook group

If you're running Outlook as part of an eligible Office 365 subscription, you can use Groups instead of distribution lists to more effectively communicate and collaborate with members of a team or an organization.



To create a new group in Outlook 2016, On the ribbon, select **Home**, and then select **New Items > Group**.

If you don't see this as an option on this menu, contact the administrator of your Microsoft Office 365 subscription for more information.

From the inbox of any of your Groups, you and the other members can start or join a conversation, create or confirm team events, see a list of members, and get notifications about interactions on any of your shared posts.

To join an existing group, start by searching for its name. On the ribbon, select

Microsoft Outlook Quick Guide

Geoff Evelyn

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Quick Reference Guide for Microsoft Office for Windows 95, 1996

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