

Outlook 2013



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 links in the Message List

Categories, 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.

Reply from the reading pane

Reply and Forward right from the reading pane. Write a reply in the reading pane, too.

Peek

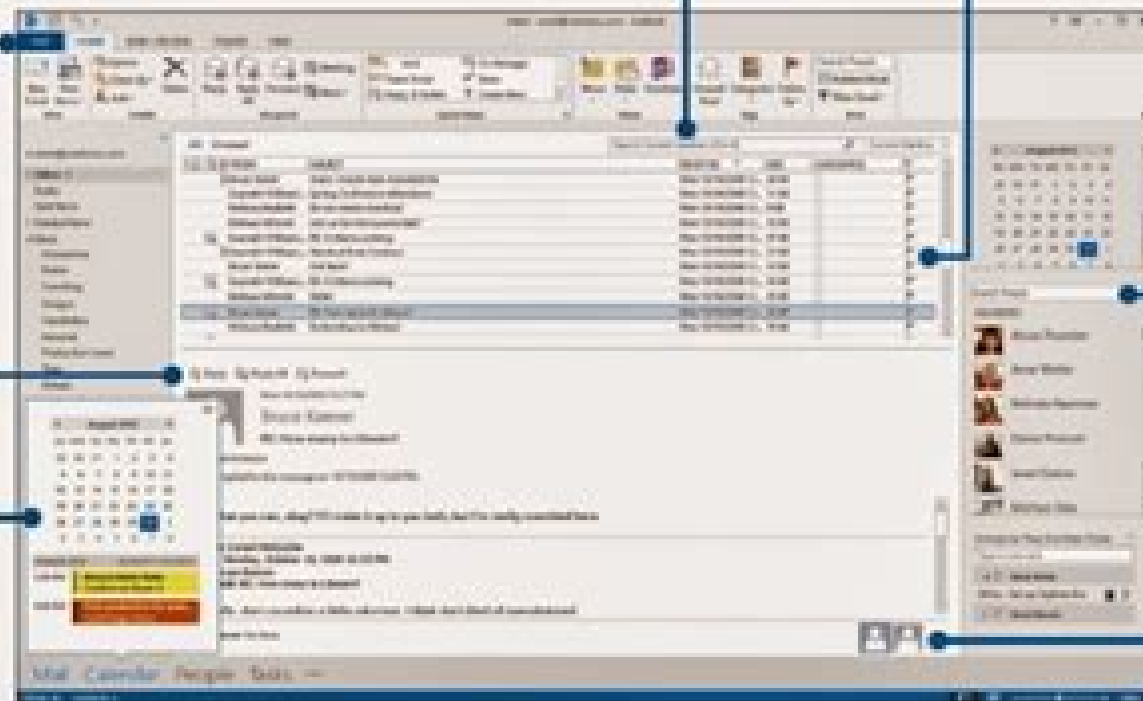
See a quick view of your Calendar, People, and Tasks, even see upcoming appointments.

Do more in the To-Do Bar

The To-Do Bar displays the date navigator, your appointments, people, and your task list.

People pane

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



Office 2013 Quick Start Guide Messageops

Steve Schwartz



Office 2013 Quick Start Guide Messageops:

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