

Outlook 2013 Quick Start Guide

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Microsoft Outlook 2013

It 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.

First thing 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.

Account Information

No account available. Add an e-mail account to enable additional features.

Add Account

Add an e-mail account or other connection. **Local Network Settings**

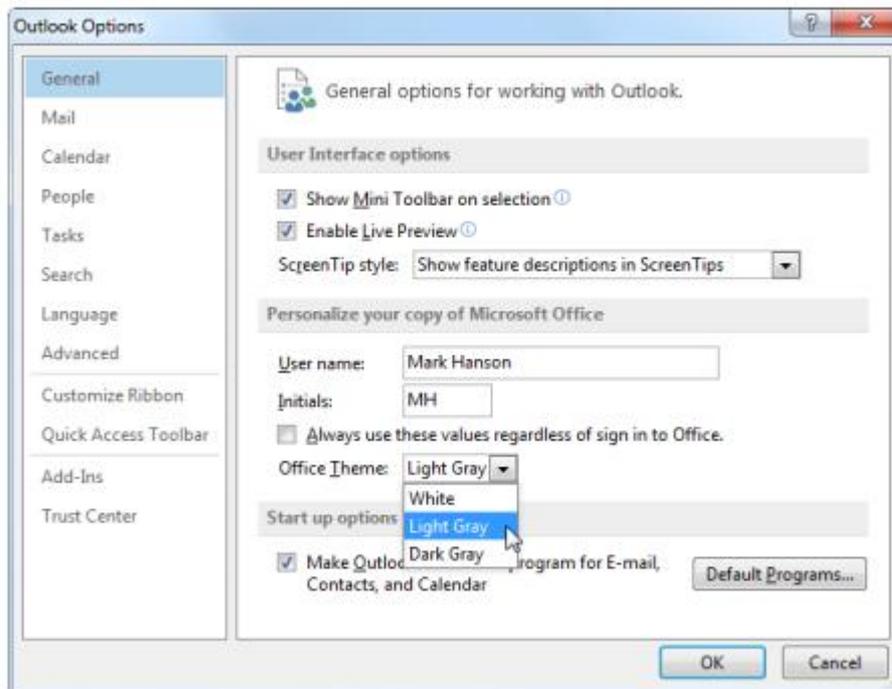
Account Settings -
Change settings for this account or set up more connections.
Connect to social networks.

Mailbox Cleanup
Manage the size of your mailbox by emptying Deleted Items and archiving.

Cleanup Tools -

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.



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 .

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

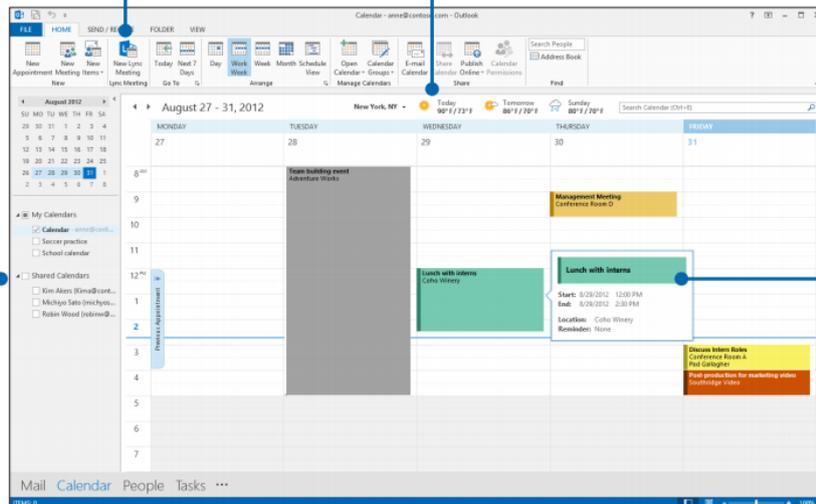
Meet face-to-face or save yourself a trip by meeting online with Lync 2013.

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.



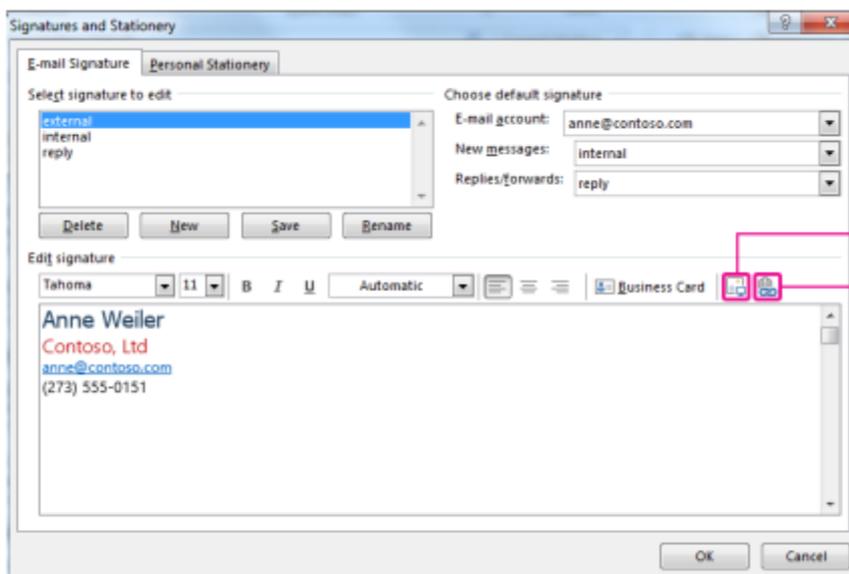
Peek

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

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.



Add a picture

Add a hyperlink

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.

