

# Outlook 2016



## Quick Start Guide

New to Outlook 2016? Use this guide to learn the basics.

### Quick Access Toolbar

Keep favorite commands permanently visible.

### Explore the ribbon

See what Outlook can do by clicking the ribbon tabs and exploring available tools.

### Find whatever you need

Enter a keyword or phrase to look up Outlook commands, get Help, or search the Web.

### Customize the ribbon display

Choose whether Outlook should hide ribbon commands after you use them.

### Navigate your mail folders

Click a folder to display its contents. To turn this pane on or off, click View > Folder Pane.

### Manage Outlook Groups

Communicate with teams and share conversations, messages, calendars, and events.

### Display what you need

Ribbon commands are updated automatically depending on what part of Outlook you're looking at.

### Show or hide the ribbon

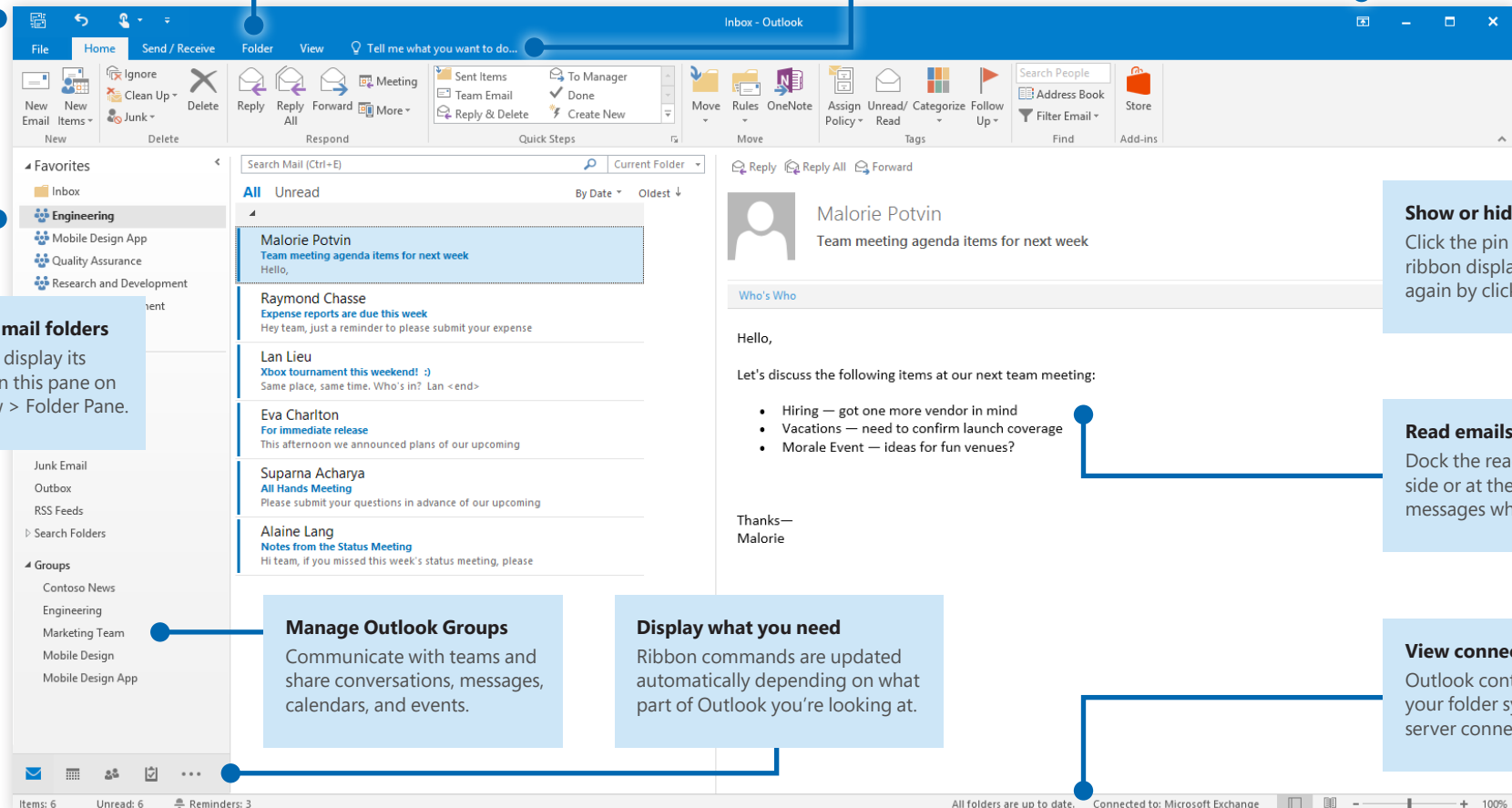
Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

### Read emails faster

Dock the reading pane on the side or at the bottom to view messages where you want to.

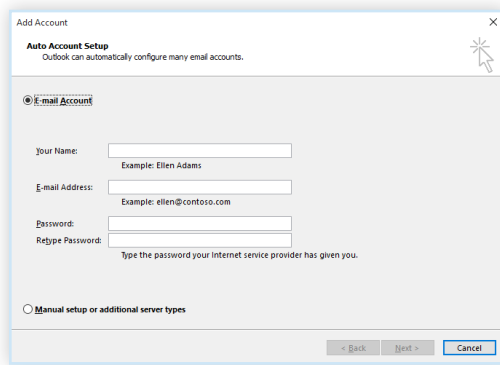
### View connection status

Outlook continuously displays your folder sync status and server connection status here.



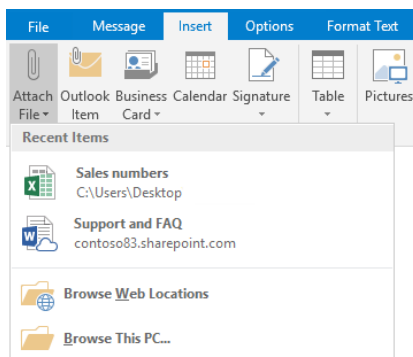
## Set up your account

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



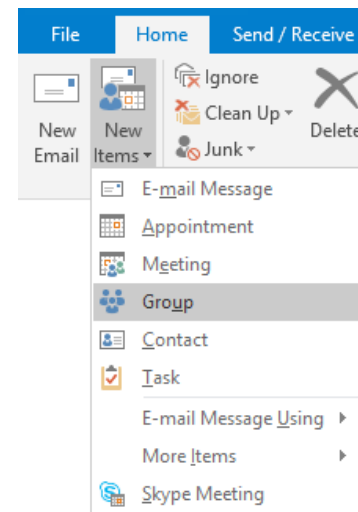
## Attach files without searching

Need to attach a picture or a document? Outlook saves you time by keeping a list of your recently used files. Click 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.

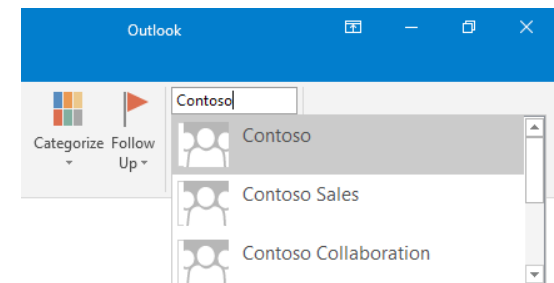


To create a new group in Outlook 2016, click the **Home** tab, and then click **New Items** > **Group**.

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 **Home** tab of the Outlook application window, enter a keyword or phrase into the **Search People** box, and then click to select the group you want to join.



## Outlook is more than just email

Easily switch between Mail, Calendar, People, and more.

### Easy to use Calendar tools and commands

In Calendar view, the ribbon displays everything you need to manage every day, week, month, and year.

### Switch your point of view

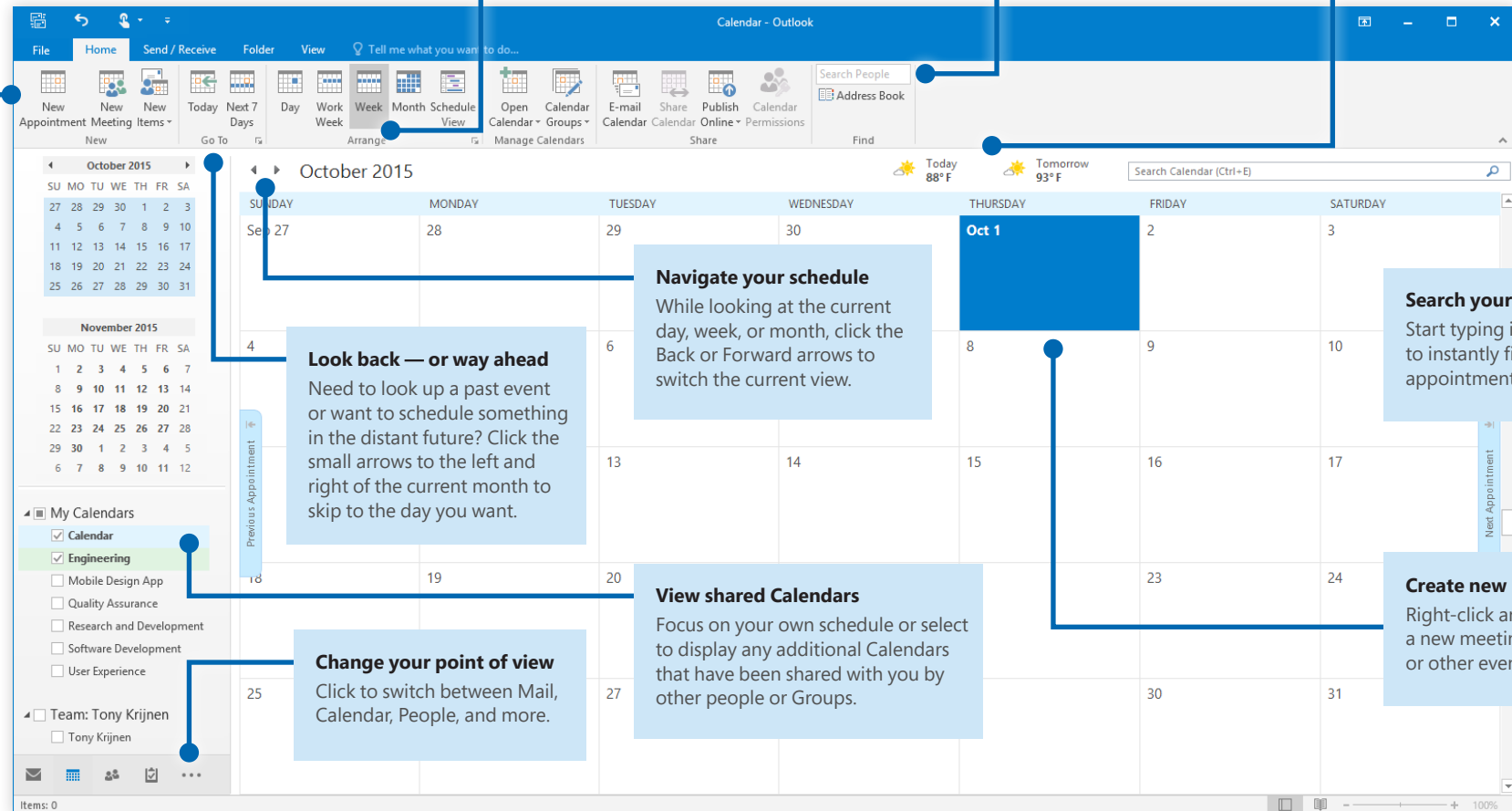
Click to see how busy your days, weeks, and months are.

### Look someone up before scheduling

Type a name and search to verify someone's contact info before setting up a meeting.

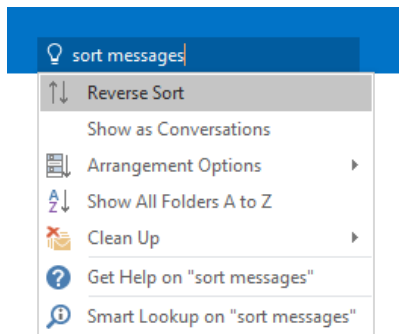
### Sunshine required?

Glance at the weather forecast to make sure your meeting or event won't be rained out.



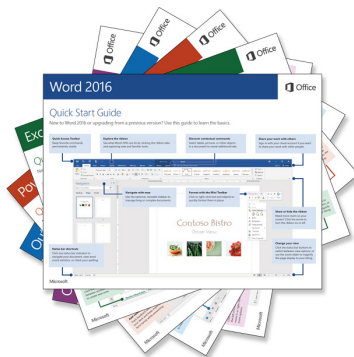
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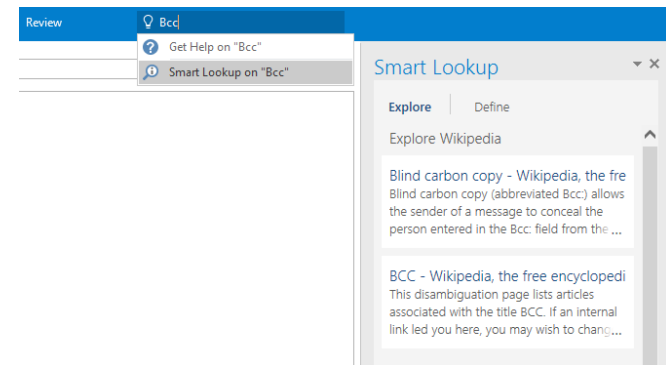
## Get other Quick Start Guides

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## Look up relevant information

With **Smart Lookup**, Outlook searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context to information you need to share with other people.



## Next steps with Outlook

### See what's new in Office 2016

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## Quick Start Guide

New to Word 2016? Use this guide to learn the basics.

### Quick Access Toolbar

Keep favorite commands permanently visible.

### Explore the ribbon

See what Word can do by clicking the ribbon tabs and exploring available tools.

### Discover contextual commands

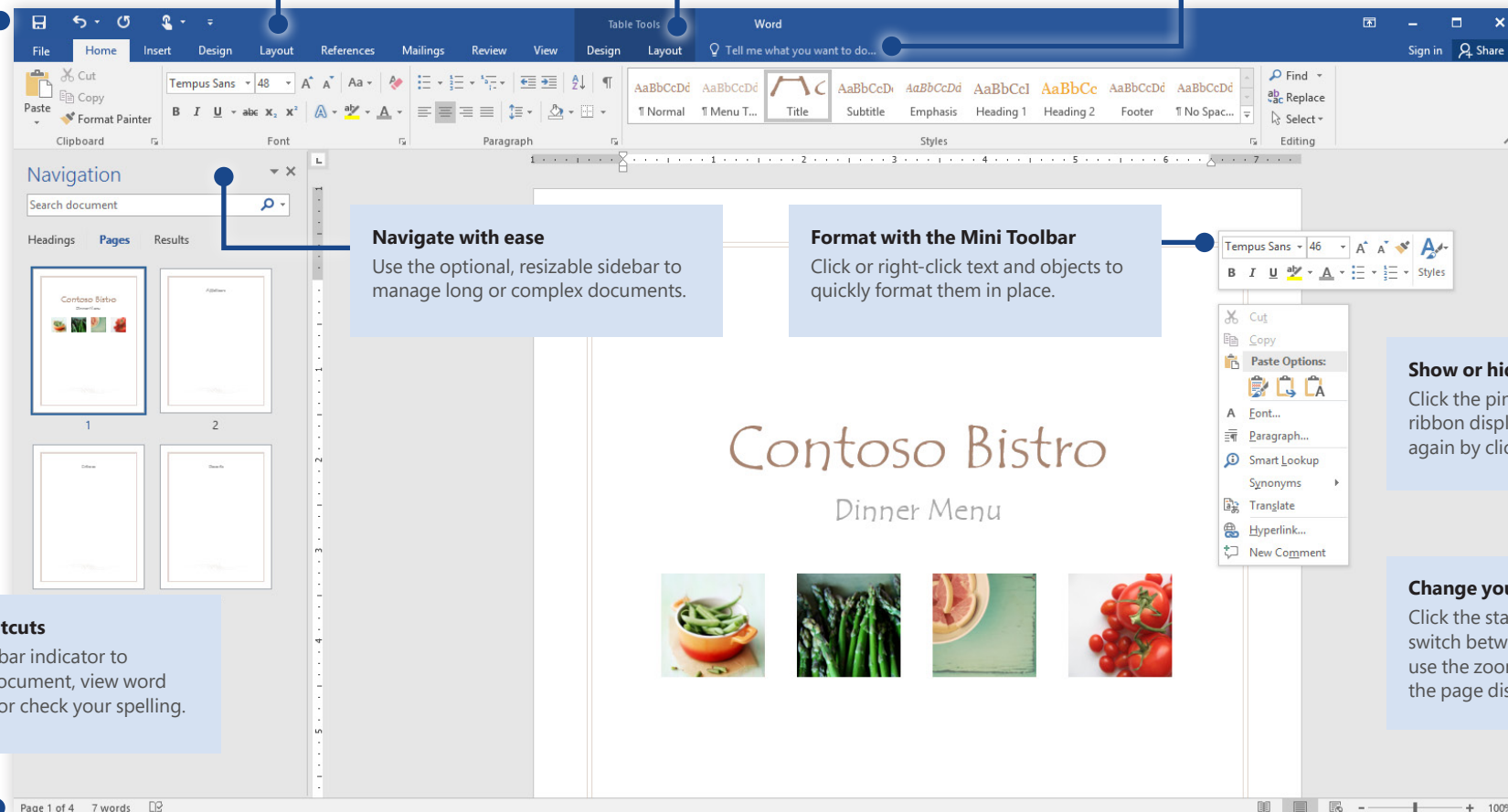
Select tables, pictures, or other objects in a document to reveal additional tabs.

### Find whatever you need

Look up Word commands, get Help, or search the Web.

### Share your work with others

Invite other people to view and edit cloud-based documents.



### Navigate with ease

Use the optional, resizable sidebar to manage long or complex documents.

### Format with the Mini Toolbar

Click or right-click text and objects to quickly format them in place.

### Show or hide the ribbon

Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

### Change your view

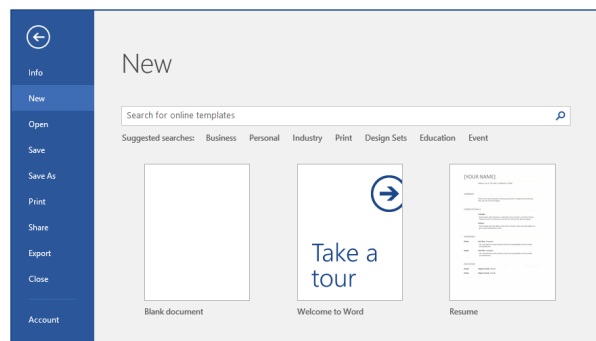
Click the status bar buttons to switch between view options, or use the zoom slider to magnify the page display to your liking.

### Status bar shortcuts

Click any status bar indicator to navigate your document, view word count statistics, or check your spelling.

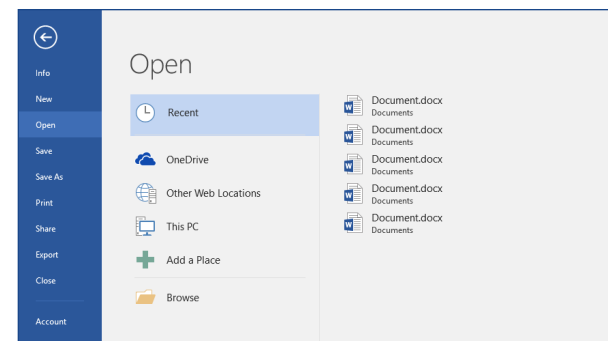
## Create something

Begin with a **Blank document** to get right to work. Or save yourself a bunch of time by selecting and then customizing a template that resembles what you need. Click **File > New**, and then select or search for the template you want.



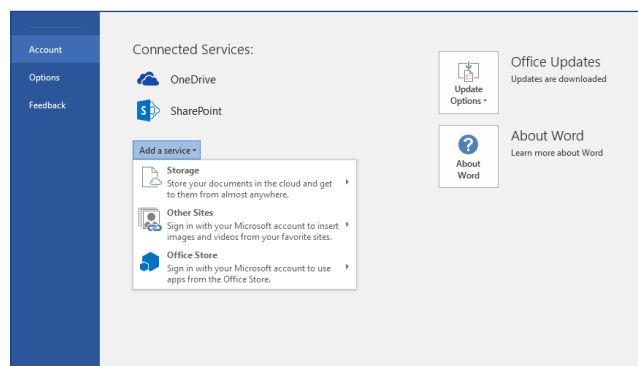
## Find recent files

Whether you only work with files stored on your PC's local hard drive or you roam across various cloud services, clicking **File > Open** takes you to your recently used documents and any files that you may have pinned to your list.



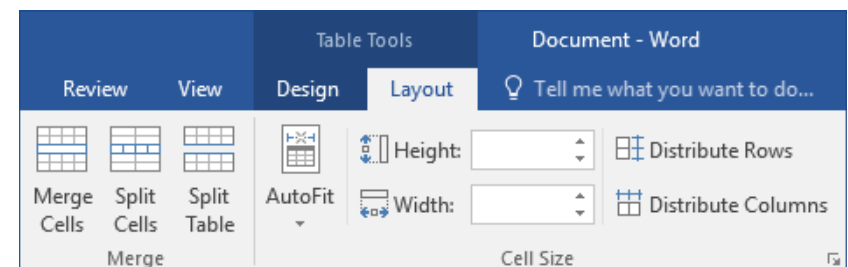
## Stay connected

Need to work on the go and across different devices? Click **File > Account** to sign in and access your recently used files anywhere, on any device, through seamless integration between Office, OneDrive, OneDrive for Business, and SharePoint.



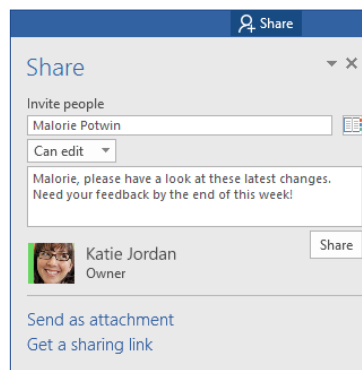
## Discover contextual tools

You can make contextual ribbon commands available by selecting relevant objects in your document. For example, clicking within a table displays the **Table Tools** tab, which offers additional options for the **Design** and **Layout** of your tables.



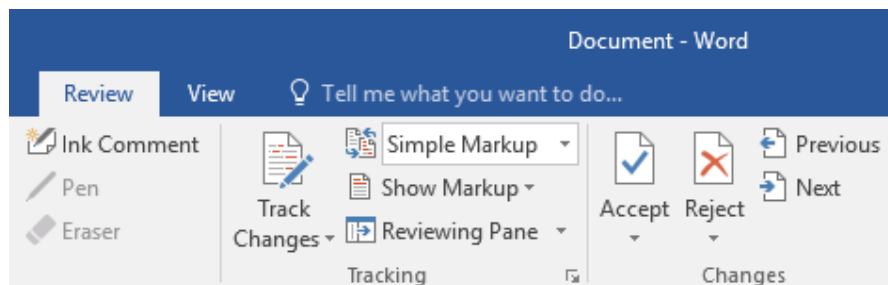
## Share your work with others

To invite others to view or edit your documents in the cloud, click the **Share** button in the top right corner of the app window. In the **Share** pane that opens, you can get a sharing link or send invitations to the people you select.



## Review and track changes

Whether you just want to check spelling, keep your word count in check, or fully collaborate with other people, the **Review** tab unveils essential commands to track, discuss, and manage all of the changes made to your documents.



## See who else is typing

Co-authoring Word documents that are shared on OneDrive or on a SharePoint site happens in real-time, which means you can easily see where other authors are making changes in the same document that you're currently working in.

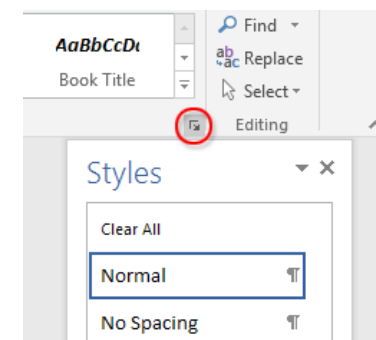


The Contoso PK-388 is already living up to its <sup>reputation for ease of use and power.</sup> Industry testing results have been impressive, and critics are echoing those results with their own praise.

As the infographic below shows, according to industry testing, the Contoso <sup>PK-388 leads the way.</sup> Likewise, critics are excited by the PK-388 in terms of product quality, overall design, and feature set.

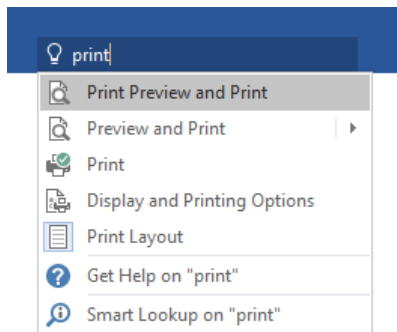
## Format documents with style

The **Styles** pane lets you visually create, apply, and review the formatting styles in your current document. To open it, click the **Home** tab, and then click the small arrow in the lower right corner of the Styles gallery.



## Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Word features and commands you're looking for, to discover **Help** content, or to get more information online.



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## Look up relevant information

With **Smart Lookup**, Word searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context for the ideas you've outlined in your documents.



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### Discover contextual commands

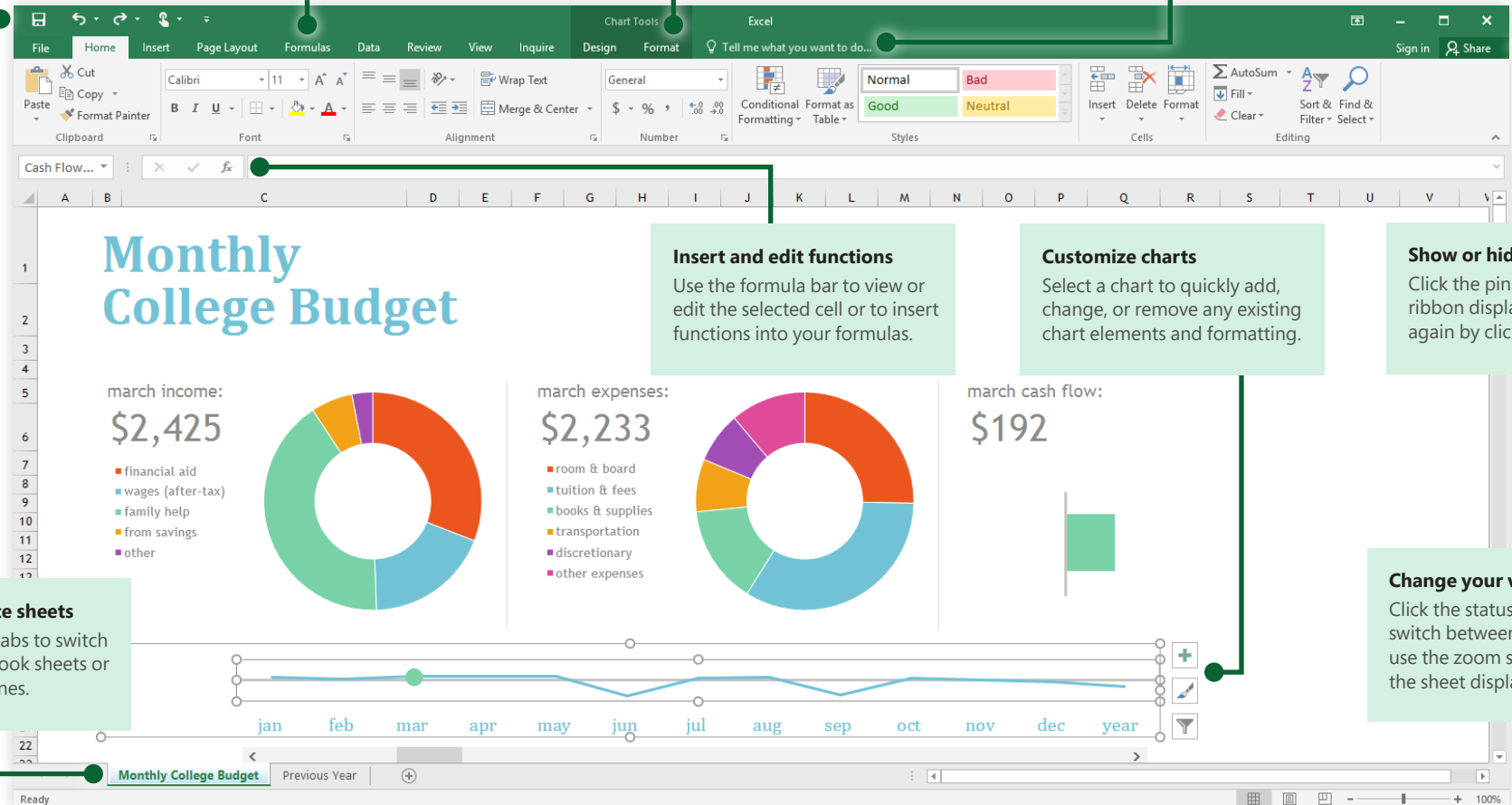
Select tables, charts, or other objects in a workbook to reveal additional tabs.

### Find whatever you need

Look up Excel commands, get Help, or search the Web.

### Share your work with others

Invite other people to view and edit cloud-based workbooks.



### Insert and edit functions

Use the formula bar to view or edit the selected cell or to insert functions into your formulas.

### Customize charts

Select a chart to quickly add, change, or remove any existing chart elements and formatting.

### Show or hide the ribbon

Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

### Switch or create sheets

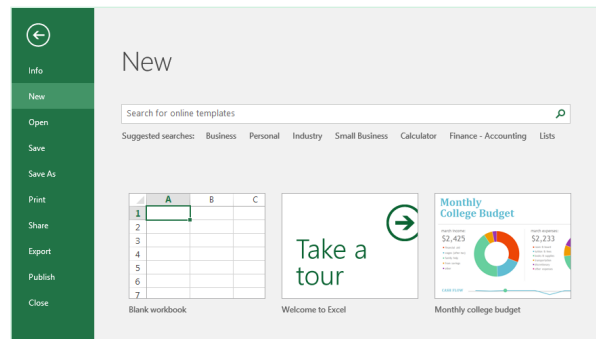
Click the sheet tabs to switch between workbook sheets or to create new ones.

### Change your view

Click the status bar buttons to switch between view options, or use the zoom slider to magnify the sheet display to your liking.

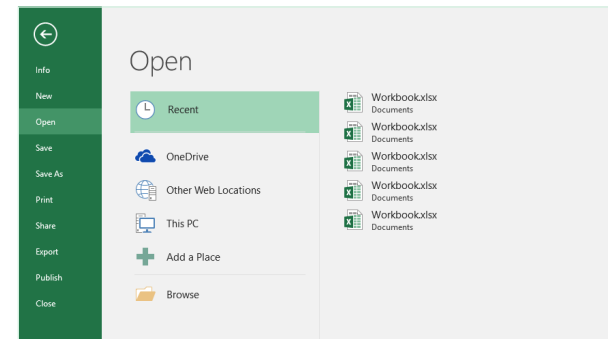
## Create something

Begin with a **Blank workbook** to get right to work. Or save yourself a bunch of time by selecting and then customizing a template that resembles what you need. Click **File > New**, and then select or search for the template you want.



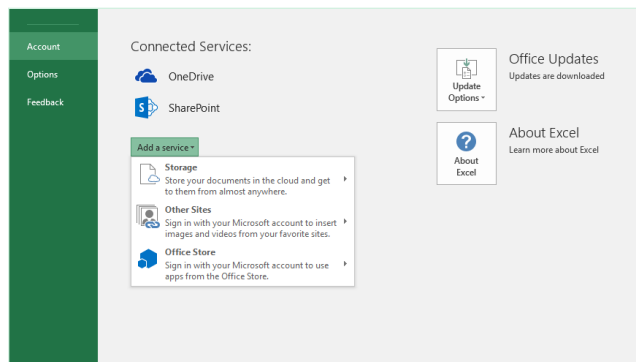
## Find recent files

Whether you only work with files stored on your PC's local hard drive or you roam across various cloud services, clicking **File > Open** takes you to your recently used workbooks and any files that you may have pinned to your list.



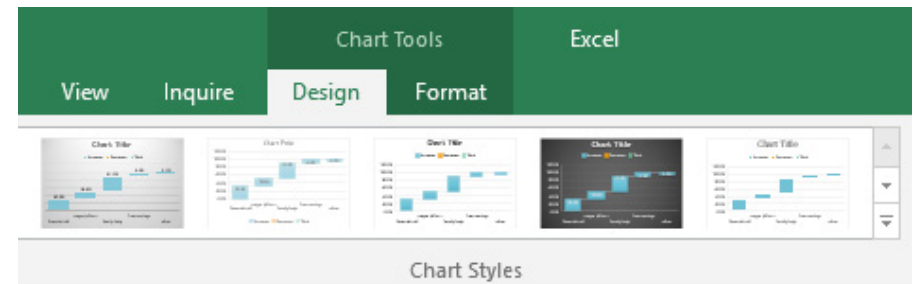
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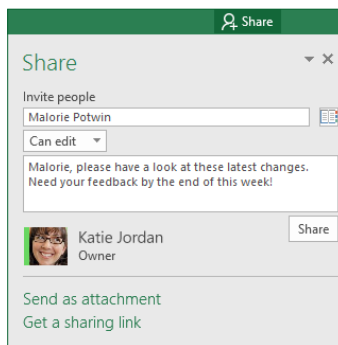
## Discover contextual tools

Select relevant objects in your workbook to make contextual commands available. For example, clicking a chart element displays the **Chart Tools** tab with options for the **Design** and **Format** of a selected chart.



## Share your work with others

To invite others to view or edit your workbooks in the cloud, click the **Share** button in the top right corner of the app window. In the **Share** pane that opens, you can get a sharing link or send invitations to the people you select.



## Manage data with Excel tables

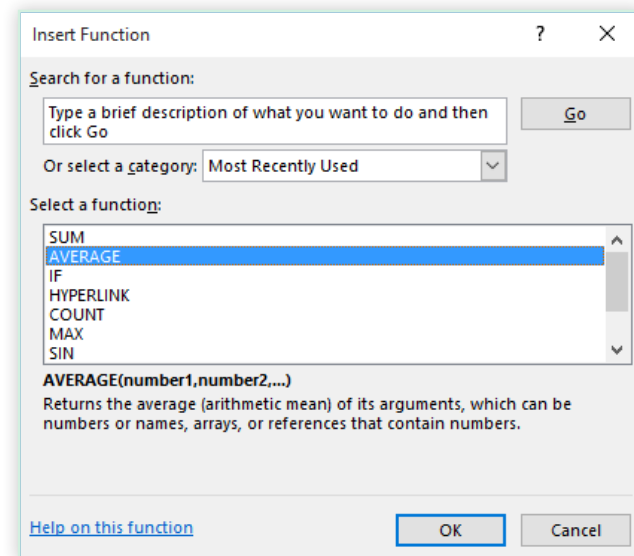
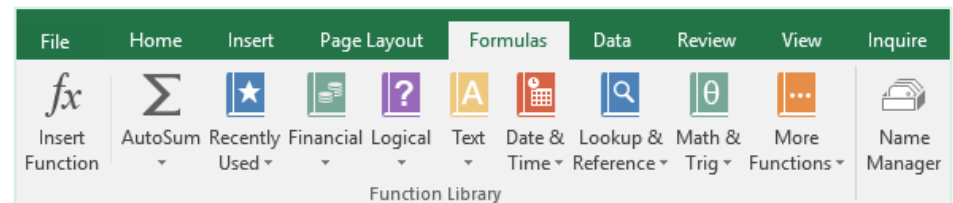
You can choose to format any range of cells in your current workbook as an Excel table. Excel tables let you analyze and easily manage a group of related data independently from the other rows and columns in your workbook.

### Home Inventory

| Item   | Area        | Model              | ID Number | Purchased | Price      | Value      |
|--------|-------------|--------------------|-----------|-----------|------------|------------|
| 1      | Living Room | Manufacturer 1     | 33XCBH3   | 5/2/2015  | \$2,000.00 | \$2,000.00 |
| 2      | Home Office | Manufacturer 2     | 55-678B   | 11/6/2014 | \$1,500.00 | \$1,000.00 |
| 3      | Living Room | Manufacturer 3     | 7865SS-J3 | 3/15/2012 | \$560.00   | \$550.00   |
| 4      | Dining Room | Manufacturer 4     | 768087    | 6/1/2015  | \$240.00   | \$200.00   |
| 5      | Family Room | Manufacturer 5     | 80-JBNR   | 8/19/2015 | \$300.00   | \$290.00   |
| TOTALS |             | INVENTORY ITEMS: 5 |           |           | \$4,600.00 | \$4,040.00 |

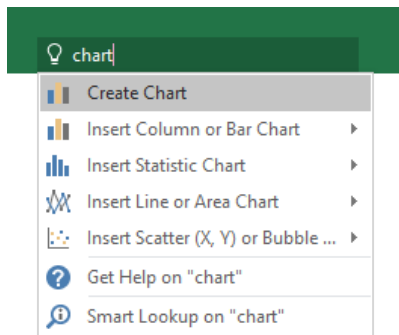
## Insert functions, build formulas

On the **Formulas** tab, click **Insert Function** to display the **Insert Function** dialog box. Here, you can search for and insert functions, look up the correct syntax, and even get in-depth Help about how your selected functions work.



## Find whatever you need

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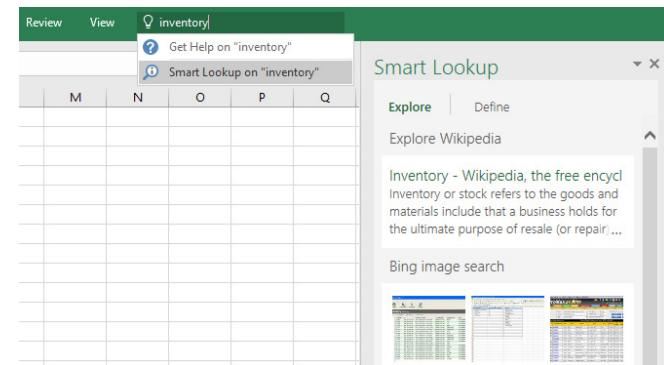
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# PowerPoint 2016



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### Discover contextual commands

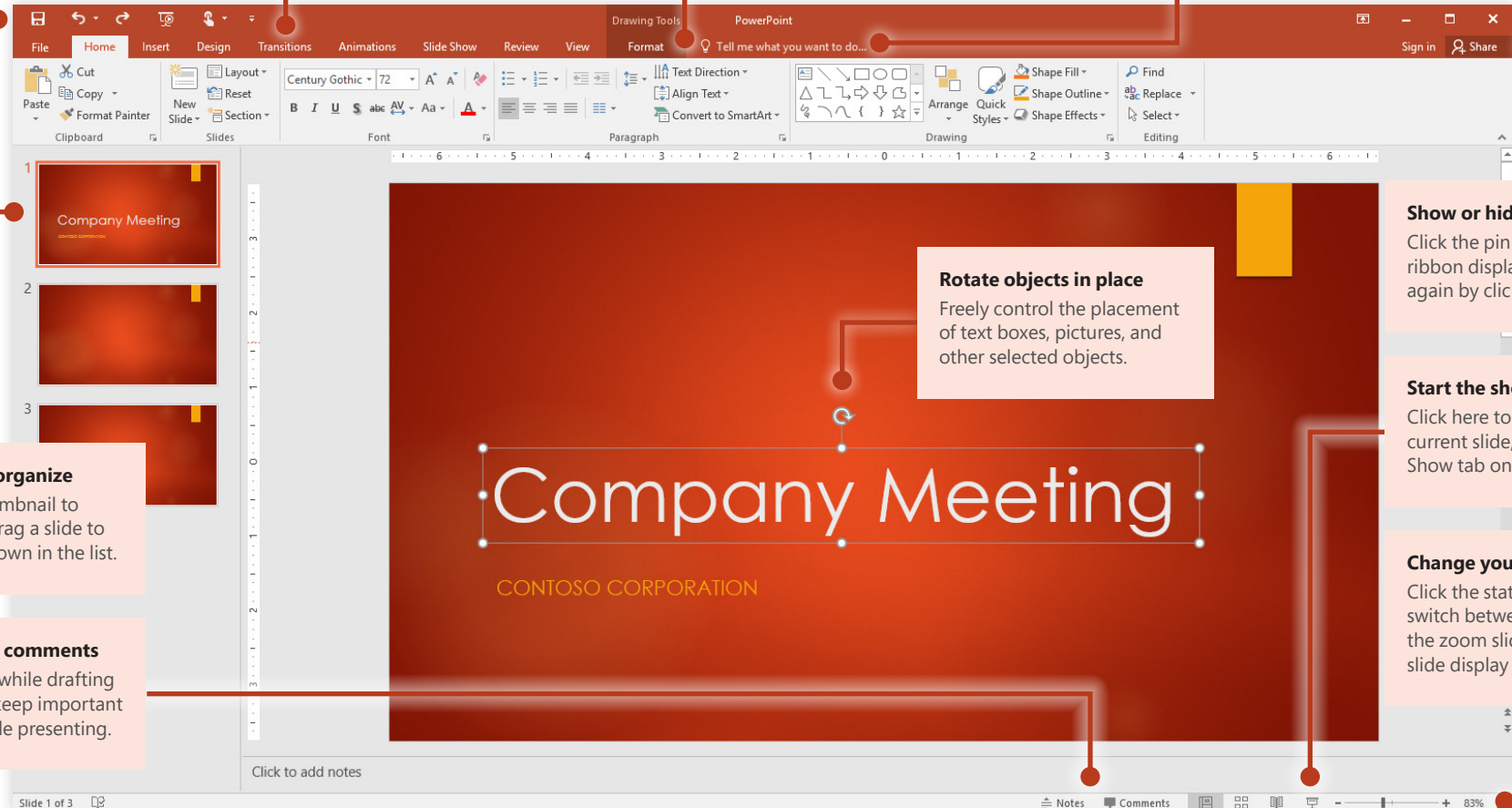
Select text, pictures, or other objects in a presentation to reveal additional tabs.

### Find whatever you need

Look up PowerPoint commands, get Help, or search the Web.

### Share your work with others

Invite other people to view and edit cloud-based presentations.

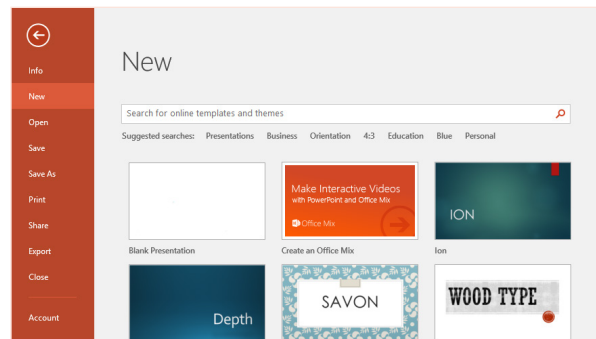


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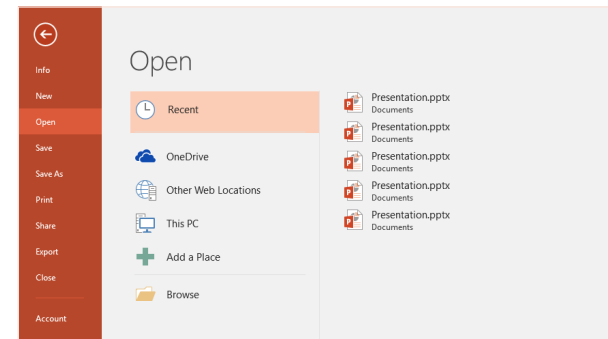
## Create something

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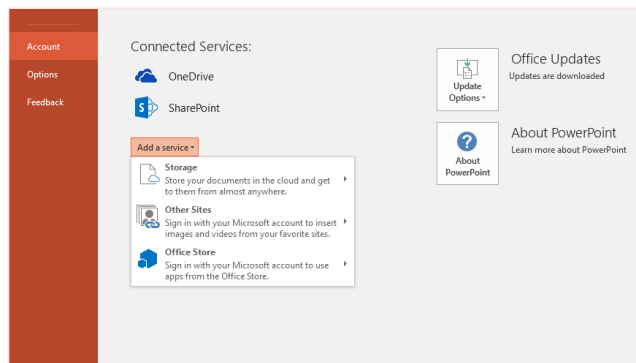
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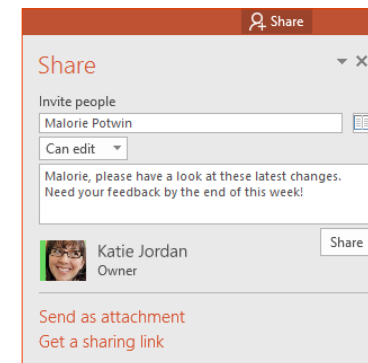
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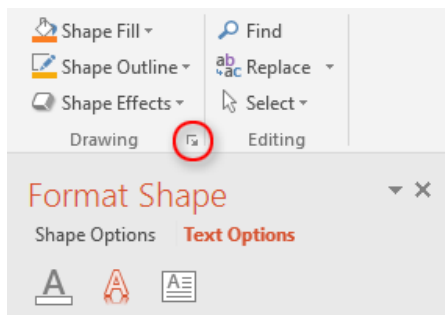
## Get inspired while you work

Pressed for time or feeling uninspired? Let PowerPoint create great-looking slides for you based on the content you've added. Insert or paste an image on your current slide and then click your preferred layout in the **Design Ideas** task pane.



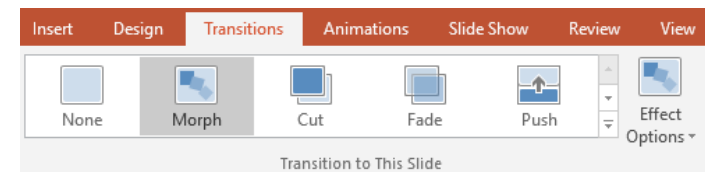
## Format shapes with precision

Precisely format a selected picture, shape, or object with the comprehensive tools available in the **Format Shape** task pane. To display it, click the **Home** tab, and then click the small arrow in the lower right corner of the **Drawing** ribbon group.



## Morph images and objects

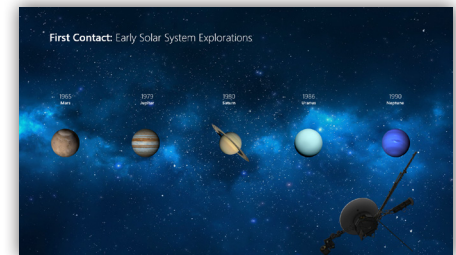
PowerPoint 2016 introduces **Morph**, a new cinematic effect that creates smooth, animated transitions by tracking and moving images and other objects across multiple slides in your presentation.



Create a new slide and then add any text and pictures or objects that you want. This first slide indicates the placement of objects at the beginning of the transition.

Next, right-click the slide thumbnail and click **Duplicate Slide**.

On the copied slide, move and resize any of the text, pictures, or objects as needed. For example, you can make an item stand out by increasing its size, or you can line things up and add descriptions. This second slide indicates the placement of objects at the end of the transition.



To apply the effect, select both slide thumbnails, click the **Transitions** ribbon tab, and then click **Morph**. PowerPoint tracks the objects found on both slides and then animates their size and position when the effect is viewed.

To preview the effect, click **Preview** on the **Transitions** ribbon tab. If you want to customize the effect, click the **Effect Options** button on the **Transitions** tab.

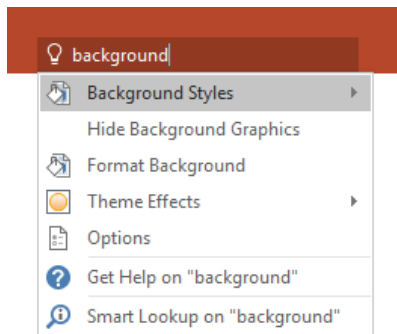


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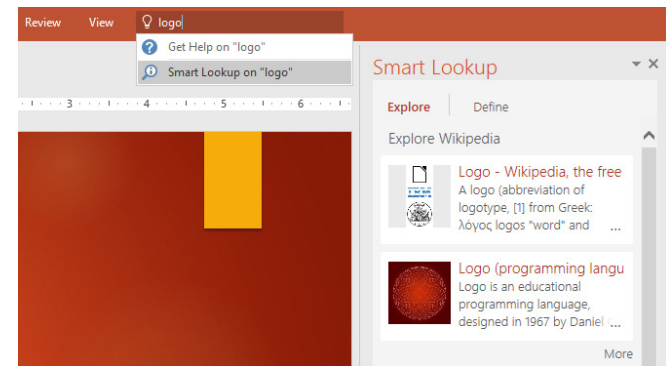
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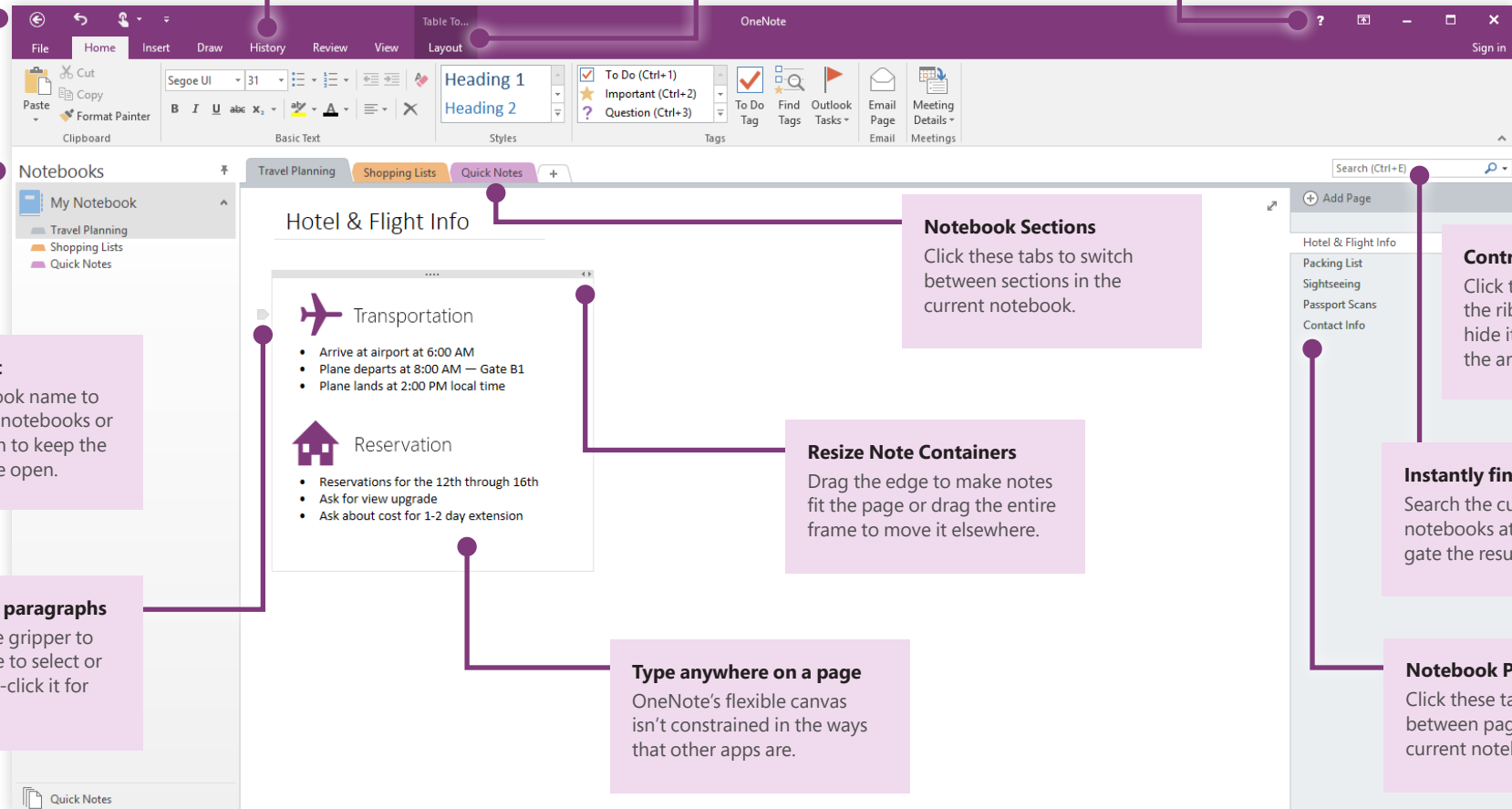
Select any part of a table or an inserted recording to reveal additional tabs.

### Get help with OneNote

Click the question mark icon to learn how to use OneNote.

### Share your notes with others

Give other people permission to view or edit your notebooks.



### Notebooks List

Click the notebook name to switch between notebooks or click the pin icon to keep the Notebooks pane open.

### Select or move paragraphs

Click or drag the gripper to the left of a note to select or move it, or right-click it for more options.

### Notebook Sections

Click these tabs to switch between sections in the current notebook.

### Resize Note Containers

Drag the edge to make notes fit the page or drag the entire frame to move it elsewhere.

### Type anywhere on a page

OneNote's flexible canvas isn't constrained in the ways that other apps are.

### Control the ribbon

Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

### Instantly find everything

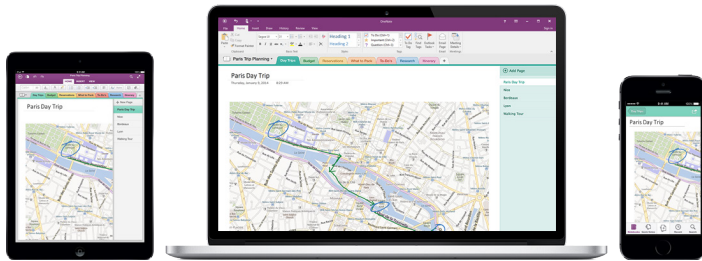
Search the current page or all notebooks at once and navigate the results with ease.

### Notebook Pages

Click these tabs to switch between pages in the current notebook section.

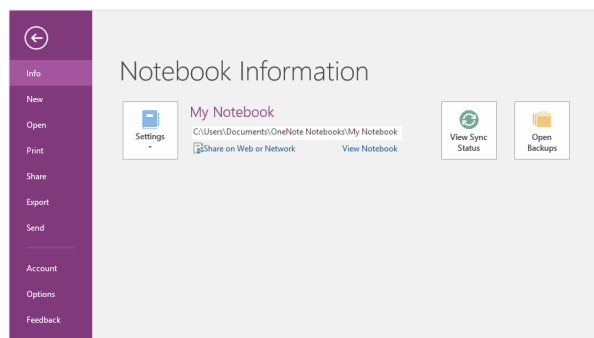
## Access your notes anywhere

What good are notes, plans, and ideas if they're trapped on a hard drive? Keep your notebooks available to you by signing in with your free Microsoft account when you first start OneNote on your PC. There's even a free OneNote app for all of your preferred devices to stay in sync wherever you go.



## Don't worry about saving

OneNote automatically saves all of your changes as you work — so you never have to. Even when you close the app or your PC goes to sleep, your notes are always saved, so you can continue right where you left off. To see when OneNote last synced your changes, click **File > Info > View Sync Status**.



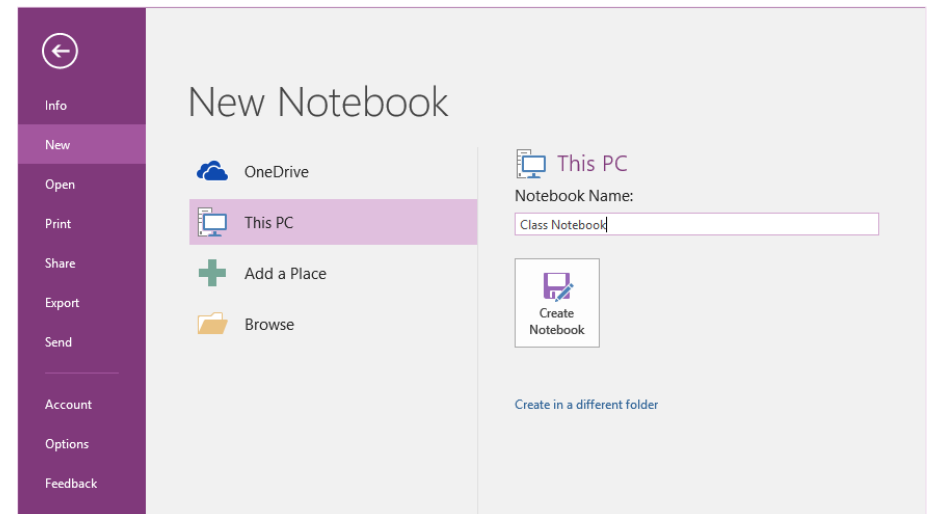
## Never run out of paper

OneNote doesn't have any of the limitations of a traditional paper notebook. When you run out of room, you can just make more.

To create a new page in the current section, click the **(+) Add Page** button at the top of the page tabs column. You can also right-click any page tab and then click **New Page**, or press **Ctrl+N** on your keyboard.

To create a new section in the current notebook, click the small tab with the plus sign **[+]** to the right of the section tab bar, or right-click any section tab and then click **New Section**.

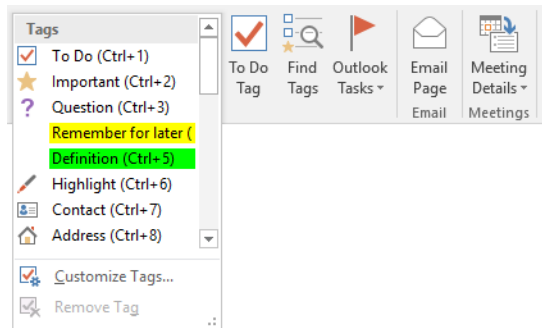
When you first launch OneNote, a default notebook with a **Quick Notes** section is created for you, but you can easily create any number of additional notebooks for the subjects and projects you want by clicking **File > New**.



You can create new notebooks on your local hard drive, or you can store them on your free OneDrive account so your notes are always accessible on all your devices. The choice is yours!

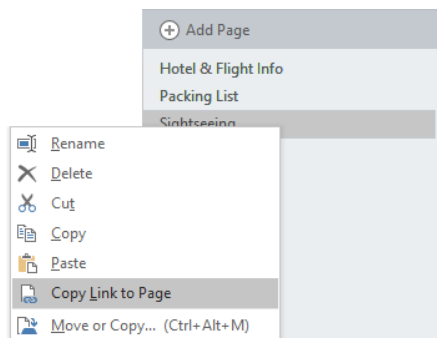
## Tag important notes

The Tags gallery on the **Home** tab lets you visually prioritize or categorize selected notes. Tagged notes are marked with icons that prompt you to follow up on your important action items or to check off completed tasks on your to-do lists.



## Create wiki-style hyperlinks

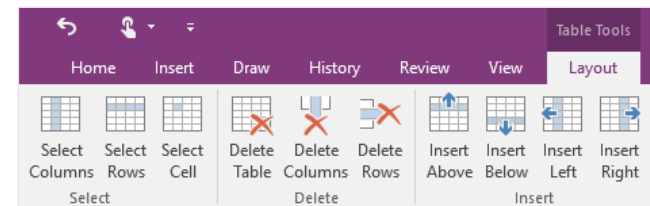
Turn your notebook into a functional wiki by creating links to specific sections or pages. Right-click the tab of the section or page that the link should point to. Next, click **Copy Link to Section** or **Copy Link to Page**, and then paste the link wherever you want it.



## Organize information in tables

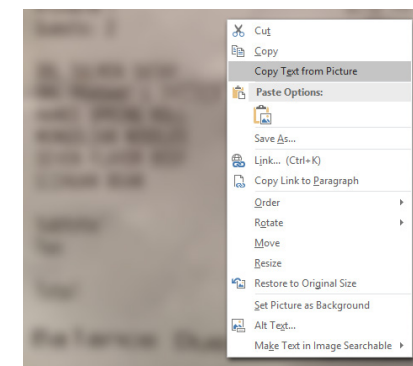
Whenever a spreadsheet is overkill, use simple OneNote tables to make sense of information. Start on a new line of text by typing a word, phrase, or number, and then press the Tab key to create the next column. Press Enter to create a new row. Alternately, you can click **Insert > Table** on the ribbon to draw a table.

Once your table is created and selected, use the commands on the **Table Tools** tab on the ribbon, or right-click any part of your table for the same **Table** options.



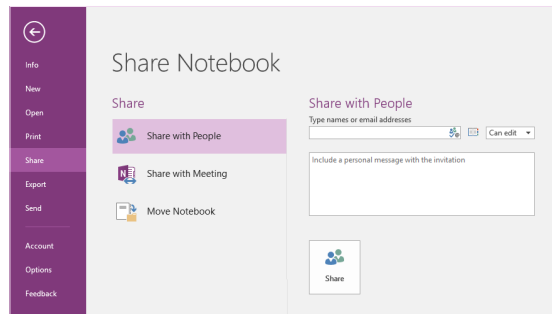
## Copy text from pictures

OneNote can recognize text in pictures. On any page, insert a picture containing legible text (for example, a cell phone photo of a receipt), right-click the picture, click **Copy Text from Picture**, and then paste the copied text where you want it.



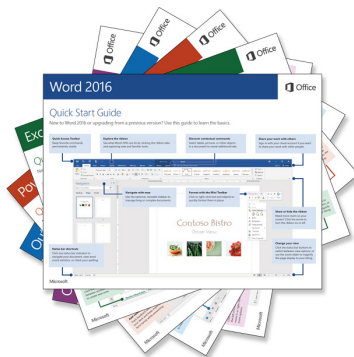
## Share notes with other people

In OneNote, your cloud-based notebooks remain private unless you choose to invite other people to view or edit information in the current notebook. To begin collaborating with others, click **File > Share**, and then choose what you want to do.



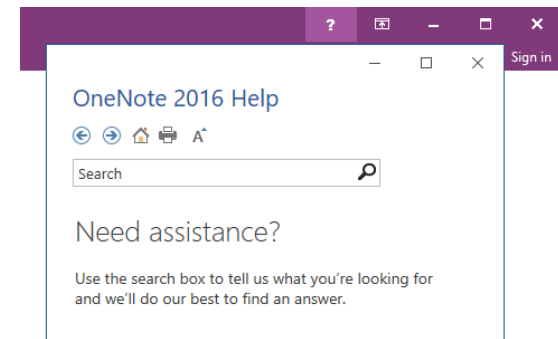
## Get other Quick Start Guides

OneNote 2016 is just one of the newly designed apps in Office 2016. To download our free Quick Start Guides for any of the other new versions of your favorite apps, visit <http://aka.ms/office-2016-guides>.



## Get help with OneNote

Near the top right of the ribbon, click the **?** icon to open the OneNote 2016 Help window, where you can enter keywords or phrases to look for assistance with OneNote features, commands, and tasks.



## Next steps with OneNote

### See what's new in Office 2016

Explore the new and improved features in OneNote 2016 and the other apps in Office 2016. Visit <http://aka.ms/office-2016-whatsnew> for more information.

### Get free training, tutorials, and videos for Office 2016

Ready to dig deeper into the capabilities that OneNote 2016 has to offer? Visit <http://aka.ms/office-2016-training> to explore our free training options.

### Send us your feedback

Love OneNote 2016? Got an idea for improvement to share with us? On the **File** menu, click **Feedback** and then follow the prompts to send your suggestions directly to the OneNote product team. Thank you!