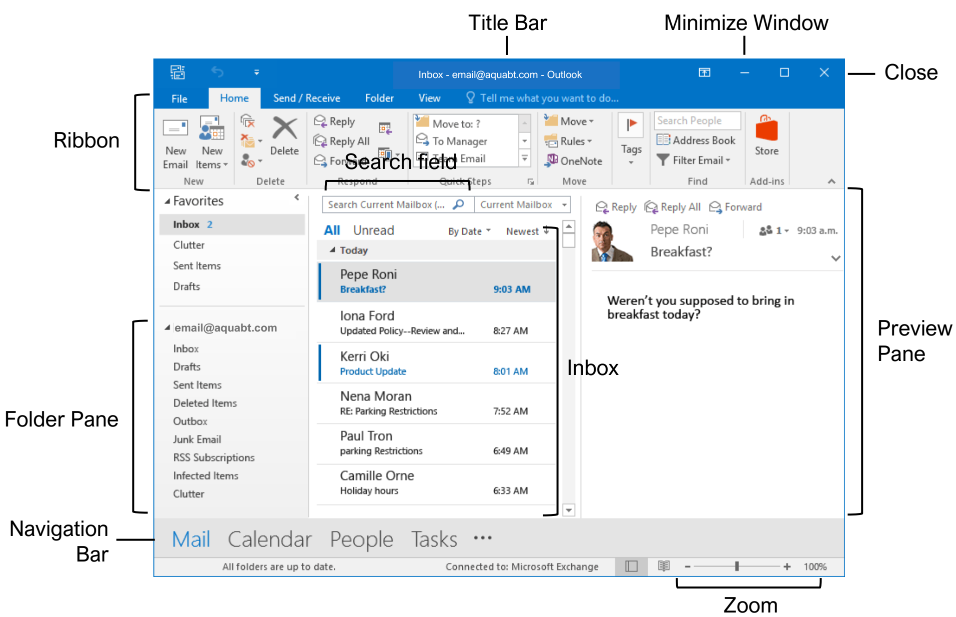
Microsoft®

Outlook 2016 Basic

Quick Reference Guide

AquaBioTech Group

The Outlook 2016 Program Screen



The Fundamentals

Navigate Outlook: Click the icon (or label) for the view you want to open.

Mail view displays your inbox and lets you browse your mail. The ribbon will display commands related to composing and managing email messages.

Calendar view displays your calendar. The ribbon will display commands that let you view, create, and edit meetings and appointments.

People view displays your contacts list. The ribbon will show commands that let you create and edit your contacts and contact groups.

Tasks view displays your task list. The ribbon will show commands that let you create and modify tasks.

Use the Folder Pane: Click a folder in the Folder pane to display that folder's contents.

Delete an Item: Select an email, contact, appointment, or task, then click the **Delete** button on the Home tab of the ribbon.

Restore a Deleted Item: Click the **Deleted Items** folder in the Folder pane, then click and drag an item back to its original folder.

Change Views: Click the **View** tab on the ribbon, then click the **Change View** button and select a view.

Search

Search: Click in the **Search** field at the top of the inbox and begin typing your search.

Refine Search Results: While searching, use the options in the Scope group on the Search tab.

- **Current Mailbox** searches all folders within the selected mailbox.
- **Current Folder** only searches within the current folder.
- **Subfolders** expands the search to include all the current folder's subfolders.
- **All Outlook Items** searches everything.
- **From** lets you filter messages from specific senders.
- **Subject** lets you filter by words in the subject line.
- **Has Attachments** lets you filter results by whether they have attachments.
- **Categorized** filters by categories.
- **This Week** displays only items from the current week.
- **Unread** searches only unread messages.
- **Flagged** searches only flagged items.
- **Important** only displays items set to high importance.
- **More** lets you apply advanced criteria.

Keyboard Shortcuts

General

Print	**Ctrl** + **P**
Undo	**Ctrl** + **Z**
Copy	**Ctrl** + **C**
Cut	**Ctrl** + **X**
Paste	**Ctrl** + **V**
New Item	**Ctrl** + **N**
Delete selected item	**Del**
Help	**F1**
Find an item	**F3**
Spell Check	**F7**

Navigation

Mail view	**Ctrl** + **1**
Calendar view	**Ctrl** + **2**
Contacts view	**Ctrl** + **3**
Tasks view	**Ctrl** + **4**
Notes	**Ctrl** + **5**

Mail

New Message	**Ctrl** + **Shift** + **M**
Reply	**Ctrl** + **R**
Reply All	**Ctrl** + **Shift** + **R**
Forward	**Ctrl** + **F**
Save message as a draft	**Ctrl** + **S**
Send	**Alt** + **S**
Find and replace text	**Ctrl** + **H**
Check for New Messages	**Ctrl** + **M**
Mark as Read	**Ctrl** + **Q**
Mark as Unread	**Ctrl** + **U**

Calendar

New Appointment	**Ctrl** + **Shift** + **A**
Go to Today	**Ctrl** + **T**
Go to a Date	**Ctrl** + **G**
Go to Previous Appointment	**Ctrl** + **,**
Go to Next Appointment	**Ctrl** + **.**
Day view	**Ctrl** + **Alt** + **1**
Work Week view	**Ctrl** + **Alt** + **2**
Week view	**Ctrl** + **Alt** + **3**
Month view	**Ctrl** + **Alt** + **4**

Contacts

New Contact	**Ctrl** + **Shift** + **C**
New Contact Group	**Ctrl** + **Shift** + **L**
Open the Address Book	**Ctrl** + **Shift** + **B**

Mail

Compose Email: Click the **New Email** button on the Home tab. Enter recipients, a subject, and a message body, then click **Send**.

Types of Recipients: When composing a new email, enter email addresses in the address fields.

- **To** contains the primary recipients, whom the message is directed to.
- **Cc (Carbon Copy)** sends a copy of the message. While not the primary audience, these recipients may want to see the information presented. The Cc field is visible to all recipients.
- **Bcc (Blind Carbon Copy)** sends a copy of the message, while keeping the Bcc field secret to other recipients.

View an Email in the Reading Pane: Select an email from the inbox to display it.

Open an Email in a New Window: Double-click an email in the inbox.

Mark an Email Read or Unread: Opening an email, or displaying it in the Reading pane, will automatically mark an unread email as read. Click the **Unread/Read** button on the Home tab to toggle an email read or unread.

Reply to an Email: Select an email in the inbox (or open an email in its own window) and click the **Reply** button on the ribbon.

Reply to All Recipients of an Email: Select an email in the inbox (or open an email in its own window) and click the **Reply All** button on the ribbon.

Forward an Email: Select an email in the inbox (or open an email in its own window) and click the **Forward** button on the ribbon.

Create a Signature: While composing an email, click the **Signature** button on the Message tab and select **Signatures**. Click the **New** button, enter a name for the signature, and click **OK**. Create the signature in the Edit signature section and click **OK**.

Insert a Signature: While composing an email, click the **Signature** button on the Message tab and select a signature.

Attach a File: While composing an email, click the **Attach File** button on the Message tab. Select a file, then click **Insert**.

Insert a Picture: While composing an email, click the **Insert** tab, click the **Pictures** button, select a picture, and click **Insert**.

Send Out-of-Office Replies: Click the **File** tab, click the **Automatic Replies** button on the Info tab, then click the **Send Automatic Replies** button. Set the start and end dates for the auto reply, enter a message, and click **OK**.

Set Message Priority: While composing an email, click the **High Importance** ! or **Low Importance** button on the Message tab.

Mail

Insert a Hyperlink: While composing an email, click the **Insert** tab, click the **Hyperlink** button, select a type of link, fill in where the link will lead, and click **OK**.

People

Add a New Contact: Click the **New Contact** button on the Home tab. Fill in the fields with the information that you have, then click the **Save & Close** button.

View the Address Book: Click the **Address Book** button on the Home tab. Double-click a contact to open it and see more information.

Add a Contact from the Address Book: Click the **Address Book** button on the Home tab, double-click a contact, click the **Add to Contacts** button, enter any additional information you have, then click the **Save & Close** button.

Edit a Contact: Double-click a contact to open it in a new window, fill in the information fields with any additional information you have, then click the **Save & Close** button.

Import Contacts: Click the **File** tab, click **Open & Export**, and click **Import/Export**. Select **Import from Another Program or File**, then click **Next**. Select a type of file to import, then click **Next**. Click **Browse**, select a file, click **OK**, then click **Next**. Select your **Contacts** folder, click **Next**, then click **Finish**.

Share a Single Contact: Select a contact, click the **Forward Contact** button on the Home tab, and select a sharing format. Address and compose the resulting email, then click **Send**.

Create a Contact Group: Click the **New Contact Group** button on the Home tab, give the contact group a name, and click the **Add Members** button. Select a source for a contact and double-click a contact to add it. Add as many contacts as you would like, click **OK**, then click the **Save & Close** button.

Add Members to a Contact Group: Double-click a contact group to open it, click the **Add Members** button, select a source, and double-click a contact to add it. Click **OK**, then click the **Save & Close** button.

Remove Members from a Contact Group: Double-click a contact group to open it, select a contact from the list, and click the **Remove Member** button.

Calendar

Create an Appointment: From the calendar view, click the **New Appointment** button on the Home tab. Enter the appointment's details, subject, location, and start and end time, then click the **Save & Close** button.

Edit an Appointment: Double-click an appointment to open it, edit the appointment details, then click the **Save & Close** button.

Calendar

Reschedule an Appointment: Click and drag an appointment on the calendar to move it to a different day (in Month view) or time (in Day, Week, and Work Week view).

Create an All-Day Event: While creating or editing an appointment, check the **All-day event** check box.

Set a Reminder: While creating or editing an appointment, click the **Reminder** list arrow and select how long before the event you'd like to be reminded.

Change Availability: While creating or editing an appointment, click the **Show As** list arrow and select an availability:

- **Free** shows that you're available.
- **Working Elsewhere** indicates that you're working from another location.
- **Tentative** shows that you have tentative plans and may or may not be available.
- **Busy** indicates that you're busy and not available.
- **Out of Office** shows that you're out of the office and not available.

Set Priority: While creating or editing an appointment, click the **High Importance** ! button, or the **Low Importance** button, on the Appointment tab.

Create a Meeting: While viewing the calendar, click the **New Meeting** button on the Home tab. Click **To…** and double-click the contacts you want to invite to the meeting, then click **OK**. Enter the meeting subject, location, date and time, and a message, then click **Send**.

Track Meeting Responses: Select a meeting in your calendar and click the **Tracking** button on the Meeting tab.

Create a Recurring Appointment: While creating or editing an appointment, click the **Recurrence** button on the Meeting tab. Choose a recurrence pattern, set a time range for the recurrence, then click **OK**.

Edit a Recurring Appointment: Double-click a recurring appointment to open it, then choose whether to edit **Just this one** appointment or **The entire series**. Edit the appointment or the recurrence settings, then click the **Save & Close** button.

Delete a Recurring Appointment: Select a recurring appointment in the calendar, click the **Delete** button on the Home tab, and select **Delete Occurrence** (to delete a single instance of the appointment) or **Delete Series** (to delete the entire series).

Respond to an Invitation: Select an invitation in your inbox, click the **Accept** button, the **Tentative** ? button, or the **Decline** button in the preview pane. Or, select an invited event in your calendar, click the **Accept** button, the **Tentative** ? button, or the **Decline** button on the Meeting Series tab. Select whether to send a response and whether to edit it.