Interface - Microsoft Outlook 2016 for Mac

This guide walks you through the Mail, Calendar, People, and Tasks interface in Microsoft Outlook 2016 for Mac.

Mail Interface

1. **Outlook Tab** - The Outlook tab is where you manage your account settings and many more preferences (See Figure 1).
2. **Menu Bar** - Where you can access all the commands for Outlook (See Figure 1).
3. **Ribbon** - Where you can access the tools for handling your mail such as creating a new email, organization, responding, layout, message settings, and many more options (See Figure 1).
4. **Quick Access Toolbar** - Shortcuts to undo, redo, and print (See Figure 1).
5. **Search Mailbox** - Search for the person or text to find a particular message (See Figure 1).
6. **Ribbon Display Options** - You can collapse or show the whole ribbon (See Figure 1).
7. **New Email or Item** - On the Home ribbon, you can create a new message, appointment, meeting, contact, or task (See Figure 1).
8. **Folder Pane** - A list of folders in your mailbox or other people’s mailbox (See Figure 1).
9. **Message List** - Messages listed in the currently selected folder. At the top of the message list you can filter how you want to view the list (See Figure 1).
10. **Reading Pane** - The message currently selected appears. You can respond to the message by using Reply, Reply All, or Forward (See Figure 1).
11. **Navigation Bar** - Navigate to Mail, Calendar, People, or Tasks (See Figure 1).
12. **Status Bar** - View connection status and various status indicators (See Figure 1).
Calendar Interface

1. **Outlook Tab** - The Outlook tab is where you manage your account settings and many more preferences (See Figure 2).

2. **Menu Bar** - Where you can access all the commands for Outlook (See Figure 2).

3. **Ribbon** - Where you can access the tools for handling your calendar such as creating a new appointment or meeting, sharing, view, calendar settings, and many more options (See Figure 2).

4. **Quick Access Toolbar** - Shortcuts to undo, redo, and print (See Figure 2).

5. **Search Calendar** - Search for a keyword, person, or subject to find the calendar event (See Figure 2).

6. **Ribbon Display Options** - You can collapse or show the whole ribbon (See Figure 2).

7. **New Appointment or Meeting** - On the Home ribbon, you can create a new appointment, meeting, email message, contact, or task (See Figure 2).

8. **Calendar View Options** - On the Home ribbon, you can choose if you want the calendar view to be Day, Work Week, Week, or Month (See Figure 2).

9. **Calendar Pane** - View or hide more than one calendar at a time by selecting them. Use this calendar to view a specific time frame based on the view selected (See Figure 2).

10. **Calendar** - Calendars are displayed here. To create a calendar event, double-click on the day or time slot you want (See Figure 2).

11. **Navigation Bar** - Navigate to Mail, Calendar, People, or Tasks (See Figure 2).

12. **Status Bar** - View connection status and various status indicators (See Figure 2).

Figure 2 - Calendar Interface
People Interface

1. **Outlook Tab** - The Outlook tab is where you manage your account settings and many more preferences (See Figure 3).

2. **Menu Bar** - Where you can access all the commands for Outlook (See Figure 3).

3. **Ribbon** - Where you can access the tools for handling your contacts such as creating a new contact or contact group, contact settings, and many more options (See Figure 3).

4. **Quick Access Toolbar** - Shortcuts to undo, redo, and print (See Figure 3).

5. **Search Contacts** - Search for a person to view their contact information (See Figure 3).

6. **Ribbon Display Options** - You can collapse or show the whole ribbon (See Figure 3).

7. **New Contact or Contact Group** - On the Home ribbon, you can create a new contact, contact group, email message, appointment, meeting, or task (See Figure 3).

8. **Search People** - On the Home ribbon, you can search in the text box or open the Address Book to search for contacts from the University Directory (See Figure 3).

9. **Contact Folder List** - A list of all the folders you can find contacts (See Figure 3).

10. **Contacts Pane** - Contacts listed in the currently selected folder. You can send an email or schedule a meeting (See Figure 3).

11. **Contact** - View the contact card of the person or contact group selected (See Figure 3).

12. **Navigation Bar** - Navigate to Mail, Calendar, People, or Tasks (See Figure 3).

13. **Status Bar** - View connection status and various status indicators (See Figure 3).

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Figure 3 - People Interface
Tasks Interface

1. **Outlook Tab** - The Outlook tab is where you manage your account settings and many more preferences (See Figure 4).
2. **Menu Bar** - Where you can access all the commands for Outlook (See Figure 4).
3. **Ribbon** - Where you can access the tools for handling your tasks such as creating a new task, task settings, and many more options (See Figure 4).
4. **Quick Access Toolbar** - Shortcuts to undo, redo, and print (See Figure 4).
5. **Search Tasks** - Search for a task (See Figure 4).
6. **Ribbon Display Options** - You can collapse or show the whole ribbon (See Figure 4).
7. **New Task** - On the *Home* ribbon, you can create a task, email message, appointment, meeting, or new contact (See Figure 4).
8. **My Tasks** - A list of all the folders you can find tasks (See Figure 4).
9. **Task List** - Tasks listed in the currently selected folder (See Figure 4).
10. **Task** - View the selected task details (See Figure 4).
11. **Navigation Bar** - Navigate to *Mail*, *Calendar*, *People*, or *Tasks* (See Figure 4).
12. **Status Bar** - View connection status and various status indicators (See Figure 4).

![Figure 4 - Tasks Interface](image-url)