Interface - Microsoft Outlook 2016 for the PC

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

Mail Interface

1. **Quick Access Toolbar** - Keep shortcuts to your favorite tools (See Figure 1).
2. **Ribbon Display Options** - You can collapse, auto hide, or show all ribbon commands (See Figure 1).
3. **File Tab (Backstage View)** - The Backstage View is where you manage your account settings and many more options (See Figure 1).
4. **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).
5. **Tell Me** - Enter a word or phrase to find a command, get help, or search the Web (See Figure 1).
6. **New Email or Item** - On the Home ribbon, you can create a new message, appointment, meeting, contact, or task (See Figure 1).
7. **Folder Pane** - A list of folders in your mailbox or other people’s mailbox (See Figure 1).
8. **Search Mailbox** - Search for the person or text to find a particular message (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, various status indicators, or change the zoom level (See Figure 1).
Calendar Interface

1. **Quick Access Toolbar** - Keep shortcuts to your favorite tools (See Figure 2).
2. **Ribbon Display Options** - You can collapse, auto hide, or show all ribbon commands (See Figure 2).
3. **File Tab (Backstage View)** - The Backstage View is where you manage your account settings and many more options (See Figure 2).
4. **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).
5. **Tell Me** - Enter a word or phrase to find a command, get help, or search the Web (See Figure 2).
6. **New Appointment or Meeting** - On the *Home* ribbon, you can create a new appointment, meeting, email message, contact, or task (See Figure 2).
7. **Calendar View Options** - On the *Home* ribbon, you can choose if you want the calendar view to be *Day, Work Week, Week, Month, or Schedule View* (See Figure 2).
8. **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).
9. **Calendar** - Calendars are displayed here. To create a calendar event, double-click on the *day* or *time* slot you want (See Figure 2).
10. **Search Calendar** - Search for a keyword, person, or subject to find the calendar event (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](image-url)
People Interface

1. Quick Access Toolbar - Keep shortcuts to your favorite tools (See Figure 3).
2. Ribbon Display Options - You can collapse, auto hide, or show all ribbon commands (See Figure 3).
3. File Tab (Backstage View) - The Backstage View is where you manage your account settings and many more options (See Figure 3).
4. Ribbon - Where you can access the tools for handling your contacts such as creating a new contact or contact group, sharing, view, contact settings, and many more options (See Figure 3).
5. Tell Me - Enter a word or phrase to find a command, get help, or search the Web (See Figure 3).
6. 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).
7. Contact View Options - On the Home ribbon, you can choose if you want the contact view to be People, Business Card, Card, Phone, or List (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 Global Address List (University Directory) (See Figure 3).
9. Contact Folder List - A list of all the folders you can find contacts (See Figure 3).
10. Search Contacts - Search for a person to view their contact information (See Figure 3).
11. Contacts Pane - Contacts listed in the currently selected folder (See Figure 3).
12. Contact - The contact card of the person or contact group selected. You can send an email, schedule a meeting, or view relevant information directly from their card (See Figure 3).
13. Navigation Bar - Navigate to Mail, Calendar, People, or Tasks (See Figure 3).
14. Status Bar - View connection status and various status indicators (See Figure 3).
Tasks Interface

1. **Quick Access Toolbar** - Keep shortcuts to your favorite tools (See Figure 4).
2. **Ribbon Display Options** - You can collapse, auto hide, or show all ribbon commands (See Figure 4).
3. **File Tab (Backstage View)** - The Backstage View is where you manage your account settings and many more options (See Figure 4).
4. **Ribbon** - Where you can access the tools for handling your tasks such as creating a new task, assigning tasks, view, task settings, and many more options (See Figure 4).
5. **Tell Me** - Enter a word or phrase to find a command, get help, or search the Web (See Figure 4).
6. **New Task** - On the *Home* ribbon, you can create a task, email message, appointment, meeting, or new contact (See Figure 4).
7. **Task View Options** - On the *Home* ribbon, you can choose if you want the task view to be *To-Do List, Prioritized, Detailed, Simple List*, and many more options (See Figure 4).
8. **My Tasks** - View tasks by to do lists, or just tasks (See Figure 4).
9. **Task List** - Tasks listed in the currently selected folder (See Figure 4).
10. **Search Tasks** - Search for a task (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).