

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).

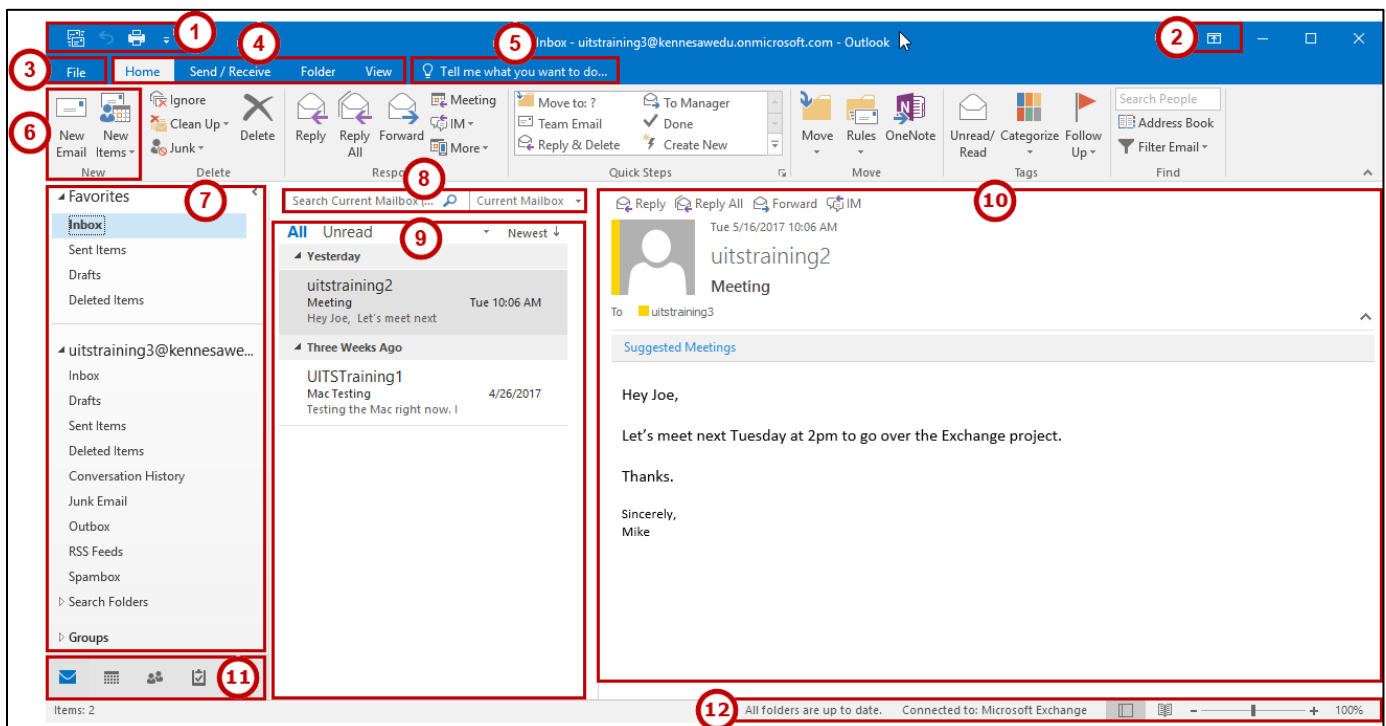


Figure 1 - Mail Interface

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).

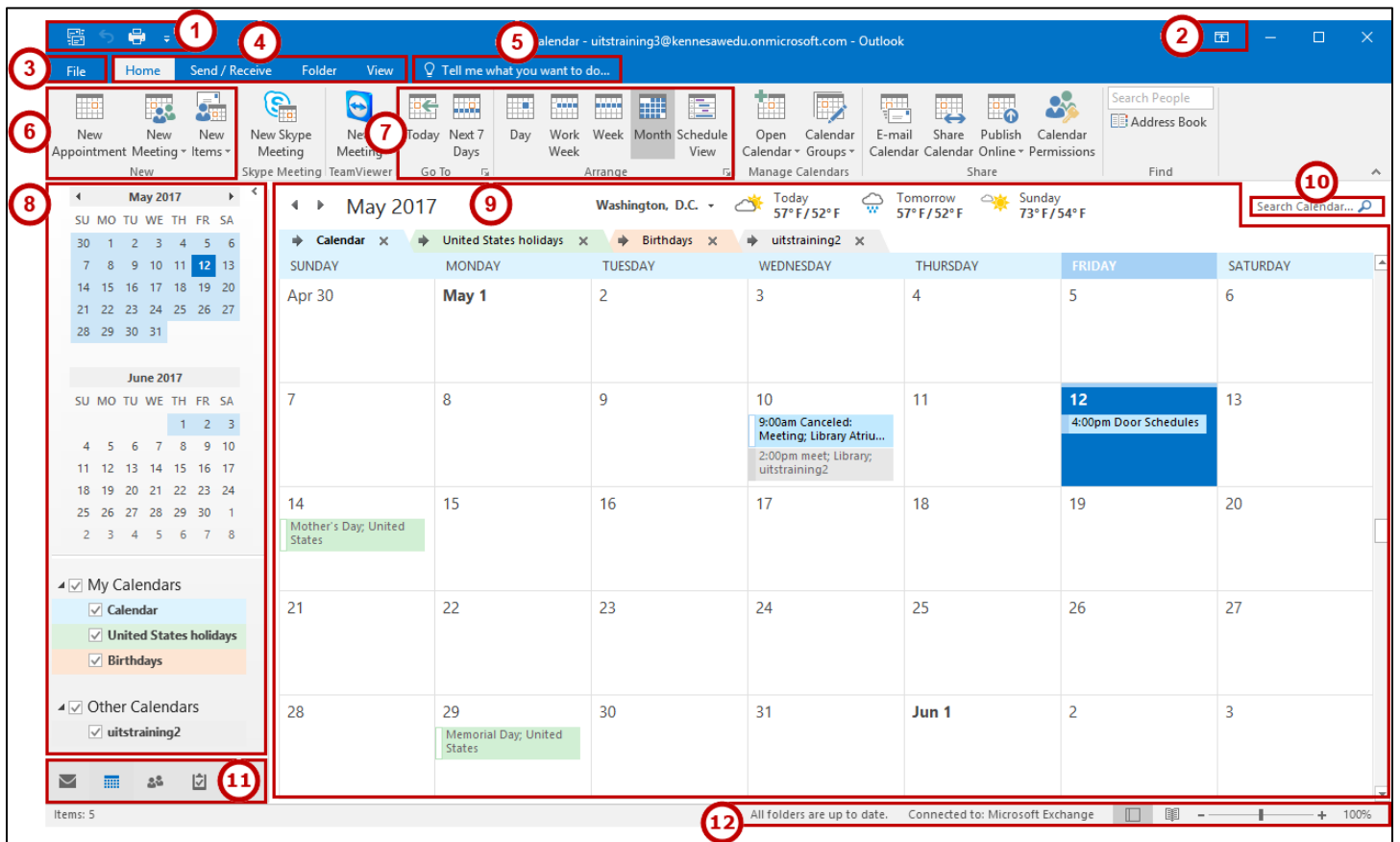


Figure 2 - Calendar Interface

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).

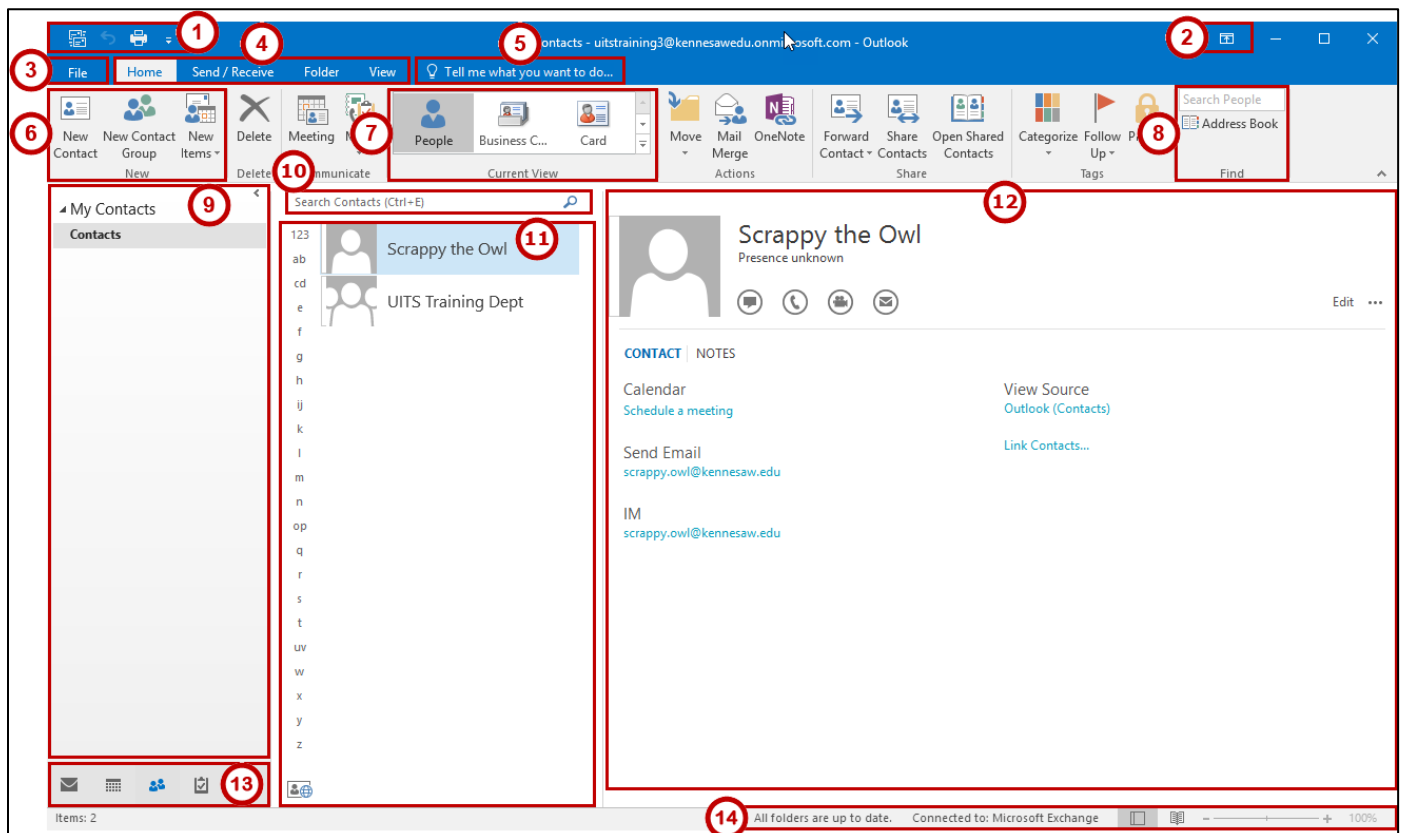


Figure 3 - People Interface

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).

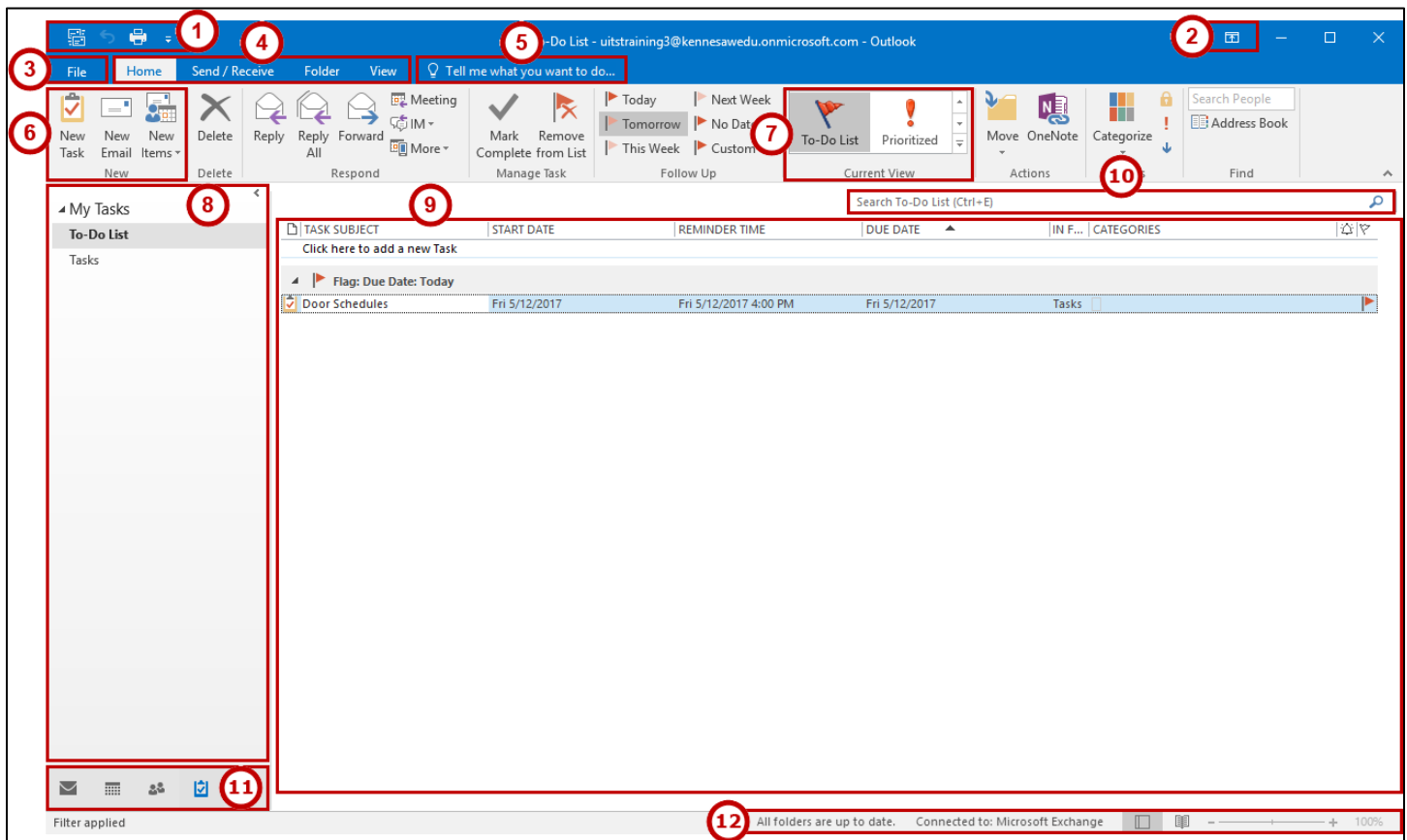


Figure 4 - Tasks Interface