

Modifying Preferences in Microsoft Outlook 2016 for the PC

When first opening *Outlook 2016*, the Outlook Interface appears, which allows you to view the following items: email, calendars, people (contacts), tasks, notes, folders, and shortcuts. When opening *Outlook 2016*, the default view is your email Inbox (See Figure 1).

The Interface

1. **Quick Access Toolbar** - Save 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 options as well as export items located in your *Folder Pane* (See Figure 1).
4. **Ribbon** - Where you can access the tools for handling your mail, calendar, and more (See Figure 1).
5. **Tell Me** - Enter a word or phrase to look up Outlook commands, get help, or search the Web (See Figure 1).
6. **Folder Pane** - This is where you navigate your mail folders. Click a folder to display its contents (See Figure 1).
7. **Message Pane** - Click on a message to view your mail items (See Figure 1)..
8. **Reading Pane** - Quickly view messages without clicking to open (See Figure 1).
9. **Navigation Bar** - Ribbon commands displayed are based upon the item you are viewing (e.g., mail, calendar, contacts, tasks or folders) (See Figure 1).
10. **Status Bar** - View connection status, show or hide the *Folder Pane*, or zoom in the *Reading Pane* (See Figure 1).

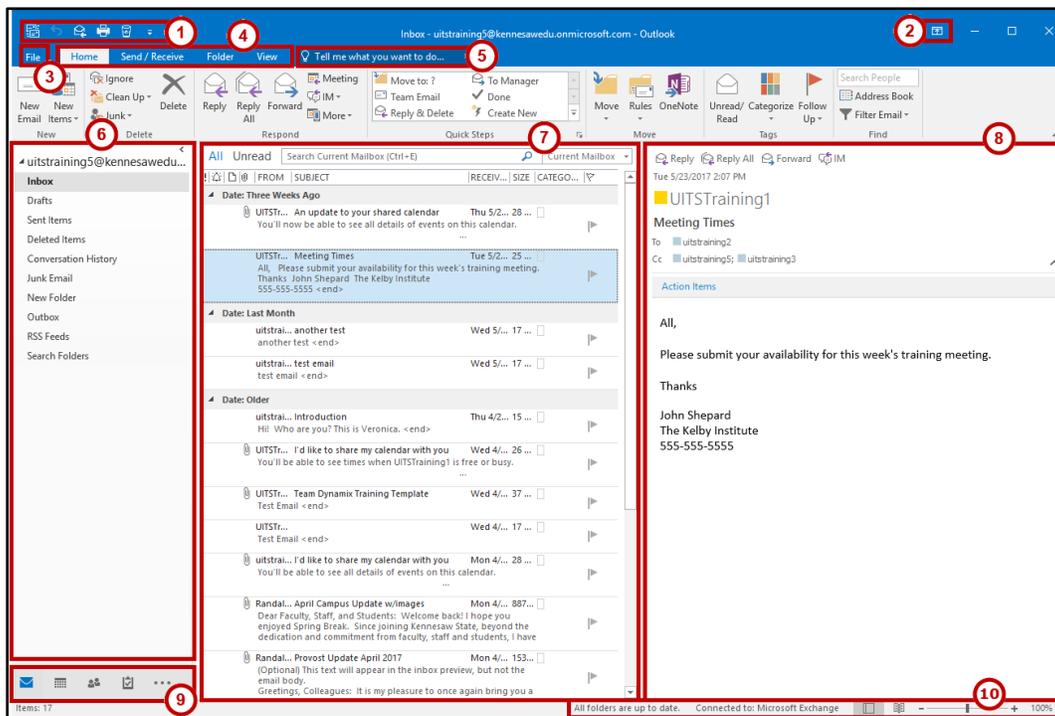


Figure 1 - Outlook Interface

Changing the Item View Settings

Use the View tab to change the view settings, regardless of which item in Outlook you are actively viewing. The View tab contains groupings of commands, buttons and drop-down menus that allow you to manage view settings, such as columns to display; control the arrangement of displayed information; and customize the actions of various panes and windows. The following explains how to change the view settings for your Inbox:

1. In the Ribbon, click the **View** tab.

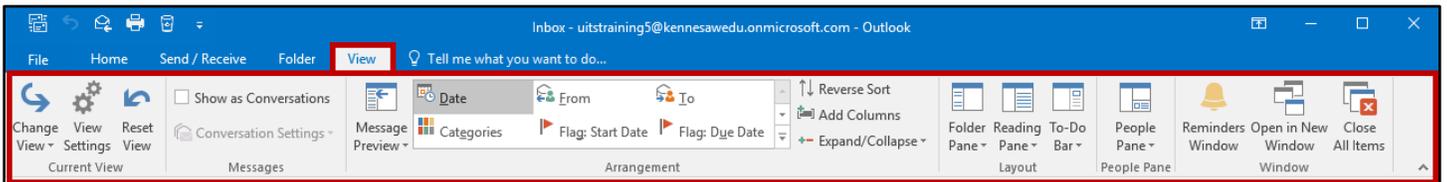


Figure 2 - Click the View Tab

2. Click the **Change View** button to switch between pre-defined views, and create and manage views.
 - a. **Compact** - Pre-defined view displaying three panes: folder pane, message pane, and reading pane. The message pane shows a preview of three lines of text by default (See Figure 3).
 - b. **Single** - Pre-defined view displaying three panes: folder pane, message pane, and reading pane. The message pane shows a single line of text by default (See Figure 3).
 - c. **Preview** - Pre-defined view displaying two panes: folder pane and message pane. The reading pane is not displayed and the message pane shows three lines of text by default (See Figure 3).
 - d. **Manage Views** - Allows you to customize existing views and create views by defining display fields as well as group by, sort, filter, and other settings (See Figure 3).
 - e. **Save Current View As a New View** - Allows you to save your customized settings as a new view (See Figure 3).
 - f. **Apply Current View to Other Mail Folders** – Applies your current view settings to other mail folders (See Figure 3).

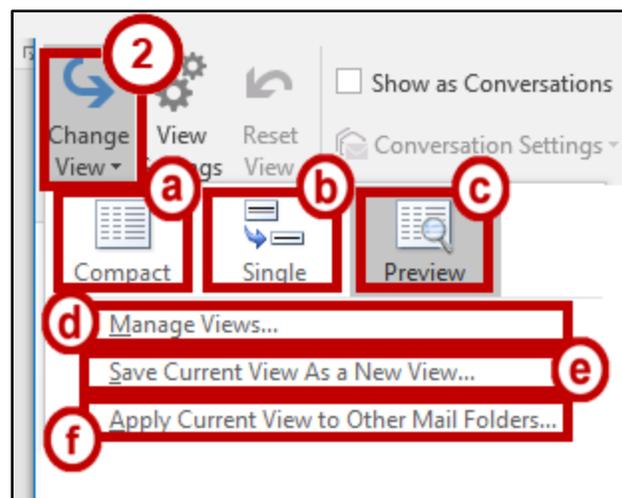


Figure 3 - Change View

Note: You can modify any view by clicking **Manage Views**.

3. Click the **View Settings** button to manage settings for the current view.

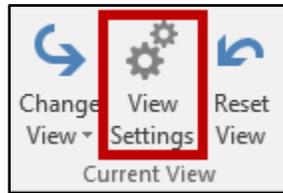


Figure 4 - View Settings

4. The *Advanced View Settings* window appears to allow you to define column, group by, sort, filter, and other settings for the current view.

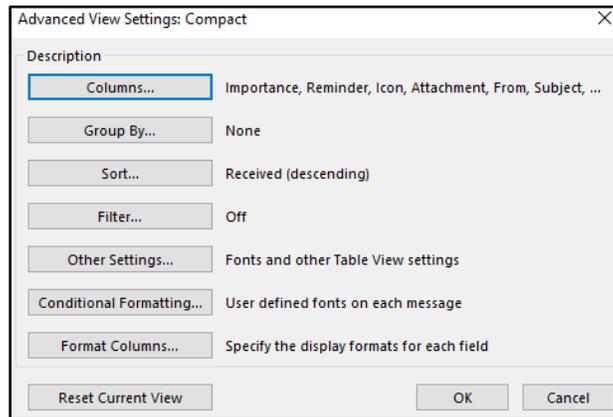


Figure 5 - Advanced View Settings.

5. Click **Reset View** to restore the view to its original settings.

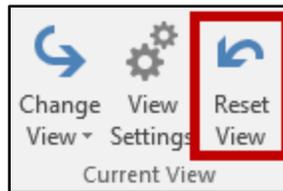


Figure 6 - Reset View

6. The *Arrangement* group contains buttons to allow you to manage the arrangement of messages and the message preview pane.
- a. Click **Message Preview** to change the number of lines displayed in the message pane (See Figure 7).
 - b. Click one of the **buttons** to change how mail is sorted (e.g., by date, by category, etc) (See Figure 7).
 - c. Click one of the **buttons** to add columns to your display or reverse the sort order (See Figure 7).

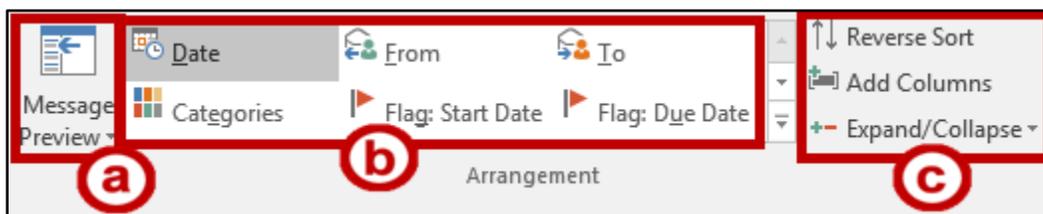


Figure 7 - Message Arrangement

7. The *Layout* group contains buttons to active and configure various panes in the interface (e.g., Folder Pane, Reading Pane and the To-Do Bar).

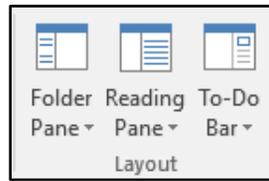


Figure 8 - Layout Group

8. To turn off the Reading Pane, click the **Reading Pane** button.

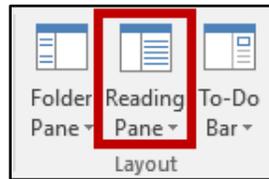


Figure 9 - Click the Reading Pane

9. Click **Off**.

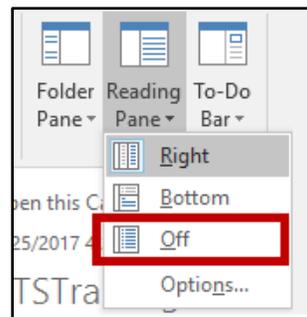


Figure 10 - Click Off

10. The Reading Pane preview of your message is no longer displayed.

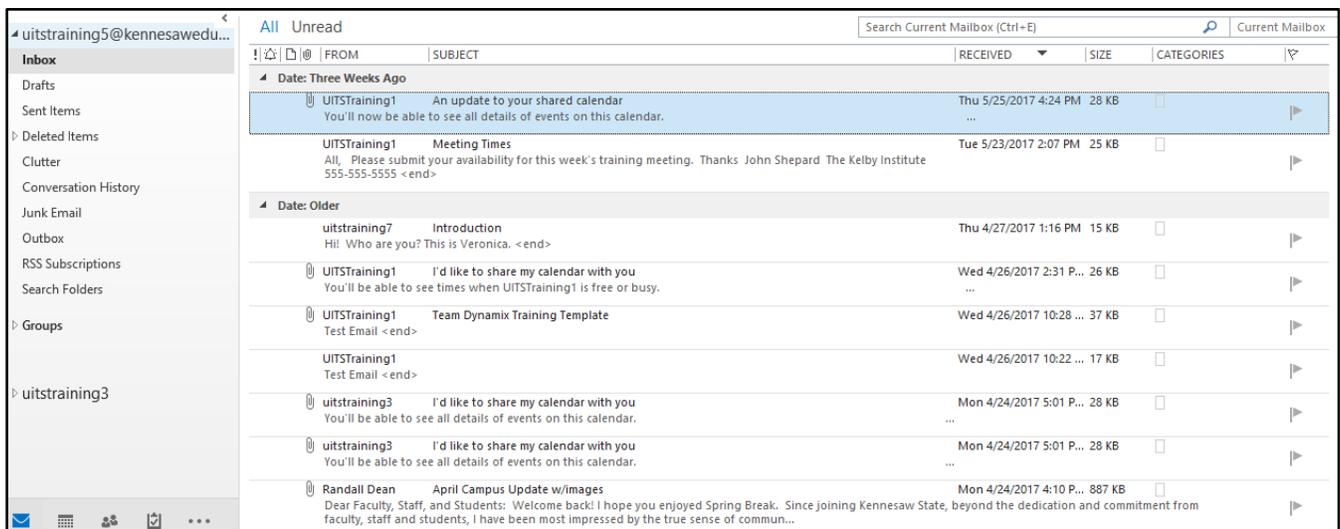


Figure 11 - Closed Reading Pane

Navigation Bar

Navigation Bar allows you switch quickly between Outlook items, such as mail, calendar, contacts, and tasks. This also updates the drop-down menus, commands and buttons available in the *Ribbon*.



Figure 12 - Navigation Bar

1. To switch to another view or access more navigation options, click the **More** button.



Figure 13 – More Navigation Options

2. A drop-down menu appears. To immediately switch to another view, click **Notes**, **Folders**, or **Shortcuts**.

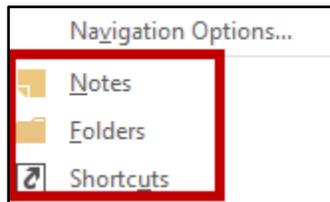


Figure 14 - Alternate View Screens

3. To access a window to change the navigation view or select more navigation options, click **Navigation Options**.

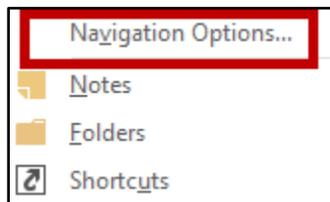


Figure 15 - Navigation Options Button

4. The *Navigation Options* window opens. The number of items visible is displayed along with the display order. If the *Compact Navigation* box is checked, icons will be displayed. If it is unchecked, text will be displayed in *Favorites*.
 - a. To change the number of items visible, type the **number** of items to display in the textbox or click the **drop-down arrow** to increase or decrease the number of items (See Figure 16).
 - b. To switch back and forth between icons and text, check or uncheck the **Compact Navigation** checkbox (See Figure 16).
 - c. To change the order in which the items are displayed, click the item and the **Move Up** or **Move Down** buttons (See Figure 16).
 - d. Click **OK** when are finished making your changes (See Figure 16).

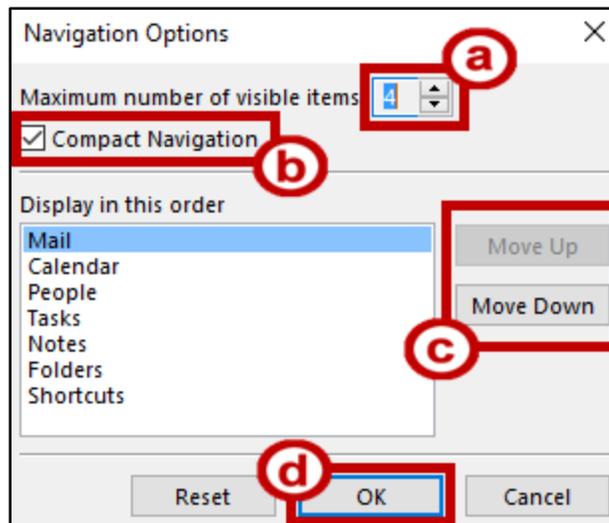


Figure 16 - Favorites Navigation Options