New and Exciting Features - Microsoft Outlook 2016 for the Mac

Outlook 2016 Layout
Microsoft Outlook 2016 interface displays your email folders and incoming mail by default. You can access Mail, Calendar, People, and Task tools through the navigation bar in the lower-left corner.

![Figure 1 - Microsoft Office 2016 Interface: Mail](image)

Suggested Meeting Times and Action Items
Outlook 2016 will check received emails for potential meeting times, dates and/or action items. If Outlook finds something that it thinks could be a meeting request, it will highlight the information in blue. You can then use this to create a calendar appointment from the message. Potential *Action Items* will provide a button above the email body to add the contents as a task.

![Figure 2 - Suggested Meeting Times](image)  ![Figure 3 - Suggested Action Items](image)
Enhanced Office 2016 Theme

There is a new theme to help make the Office 2016 experience right for you. The *Colorful* theme gives a more modern look. Once a theme is selected, it will appear across most Office 2016 applications. To change the theme:

1. Click **Preferences** from the *Outlook* menu.
2. From the *Outlook Preferences* window, click **General**.
3. From the **General** window, select the **theme** you wish to use.

![Figure 4 - Office Theme](image-url)