New and Exciting Features in Microsoft Outlook 2016 for the PC

Increased Storage
With KSUmail, you now have an incredible amount of email storage space. At 50 gigabytes, you have increased flexibility with collaboration and communication with others.

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.

Improved Collaboration with Students
Microsoft Outlook provides additional opportunities to collaborate with students. Students will now appear in the Global Address List allowing you to quickly add them as contacts or to contact groups. You are also able to share items such as calendar appointments as appropriate. Students will also be utilizing Microsoft Outlook for the Web, providing them robust access to KSUmail.

Recover Deleted Items from Server
If you accidentally delete an item from your mailbox, and have already cleared out your deleted items folder, you may still be able to access the item through the Recoverable Items folder. This option is accessible by entering the deleted items folder, then clicking Recover Deleted Items from Server under the Home tab in the Ribbon.
Integration with OneDrive

The Outlook Web App provides seamless integration with OneDrive. OneDrive, an incredibly useful cloud storage system with 5 terabytes of space, can be used to share files with KSU faculty, staff, and students. With the Outlook integration, you may attach files stored on the OneDrive. You can also upload files stored on your OneDrive as email attachments when writing your email as well as set the editing permission levels for the recipient.

Integration with Skype for Business

With Office365, Kennesaw State faculty and staff will have the ability to send instant messages and desktop sharing features via Skype for Business. Furthermore, you can quickly IM contacts, view their availability, as well as view past conversations.

Calendar To-Do Bar

Another useful feature is the Calendar To-Do bar. Accessible from the View tab, under the layout panel, turning on the Calendar To-Do bar brings up a list of upcoming calendar events, all accessible within your inbox.
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.

![Suggested Meeting Times and Action Items]

Figure 6 - Suggested Meeting Times and Action Items

Delivery and Read Receipts

You can now request a receipt be sent to your inbox upon successful delivery of an email, and/or when a recipient has read the designated message. This option can be found in the Outlook Options under the Mail settings.

Note: If the recipient has already set their mailbox to never send read receipts, you will not receive one regardless of your personal settings.

![Delivery and Read Receipts]

Figure 7 - Delivery/Read Receipt
Proposing New Meeting Times
If you receive an invitation to a meeting that you cannot attend, you have the ability to propose a different meeting time. By clicking **Propose new time** in the event invitation, you have the option of providing the sender a proposed meeting time.

![Propose New Meeting Times](image1.png)

**Figure 8 - Propose New Meeting Times**

Automatic Reply Alert
When sending an email to a recipient who has enabled automatic replies, Outlook will alert you of their status even before you send your email. Simply type their email address in the **To**, **Cc**, or **Bcc** fields and Outlook will indicate if they have **Automatic Replies** enabled by displaying it in the new message.

![Automatic Reply](image2.png)

**Figure 9 - Automatic Reply**

Attachment Reminder
If the word ‘attachment’ appears in the body of your email but there is no file attached, the **Attachment Reminder** popup will appear upon clicking **Send**. This prompt will ask if you prefer to send the email with no attachment or if you wish to not send the message, allowing you to attach your desired file.

![Attachment Reminder](image3.png)

**Figure 10 - Attachment Reminder**
Outlook Today
The Outlook Today view is a handy way to get a quick interactive summary of your calendar, tasks, and messages for the current day. It can be accessed by selecting your main email address account in the Inbox.

![Outlook Today](image1)

Tell Me
The Tell Me search box allows users to enter words and phrases related to what you want to do next to quickly access features or actions. It can also be used to look up helpful information related to the topic. It is located on the Menu bar, above the ribbon.

![Tell Me Dialog Box](image2)

Add Attachments from OneDrive or SharePoint
Attach a document from your recent items and share them from OneDrive or SharePoint with email recipients.

![Add Attachments from OneDrive or SharePoint](image3)

Smart Lookup
The Smart Lookup button can provide internet search results for terms or phrases. To use this feature:

1. Select a word or phrase you want to find information about (See Figure 14).
2. Right-click the word or phrase (See Figure 14).
3. Click **Smart Lookup** (See Figure 14).

4. The **Insights** pane displays information relevant to your selection (See Figure 14).

![Figure 14 - Smart Lookup](image)

**Enhanced Office 2016 Themes**

There are two new themes to help select the Office 2016 experience that is right for you. The **Dark Gray** theme provides high contrast, making it easier on your eyes, and 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 **Office Account** from the **File** menu (See Figure 15).
2. From the **Office Theme** list, select the **theme** you wish to use (See Figure 15).

![Figure 15 - Office Themes](image)