



Outlook 2013

■ Microsoft® Office

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Introduction

IN THIS CHAPTER

- Starting Outlook
- Understanding the Outlook Interface
- Understanding the Outlook Items
- Understanding the Message Window
- Using the Navigation Pane
- Using the Reading Pane
- Using the To-Do Bar
- Setting up Outlook

Part of the Microsoft Office 2013 suite of programs, Microsoft Outlook 2013 is a communication-management program that helps you quickly and efficiently manage messages, schedules, address books, and other information. This guide is designed for beginning to intermediate-level computer users and offers a comprehensive look at the features of Outlook that most people will use most frequently.

Starting Outlook

In order to use a program, you must start—or launch—it first.

1. Click on the **Start** Button.
2. In the Search Program and Files box type **Outlook**.
3. Click on **Outlook 2013** from the Program results.
4. The Microsoft Outlook 2013 program will open.



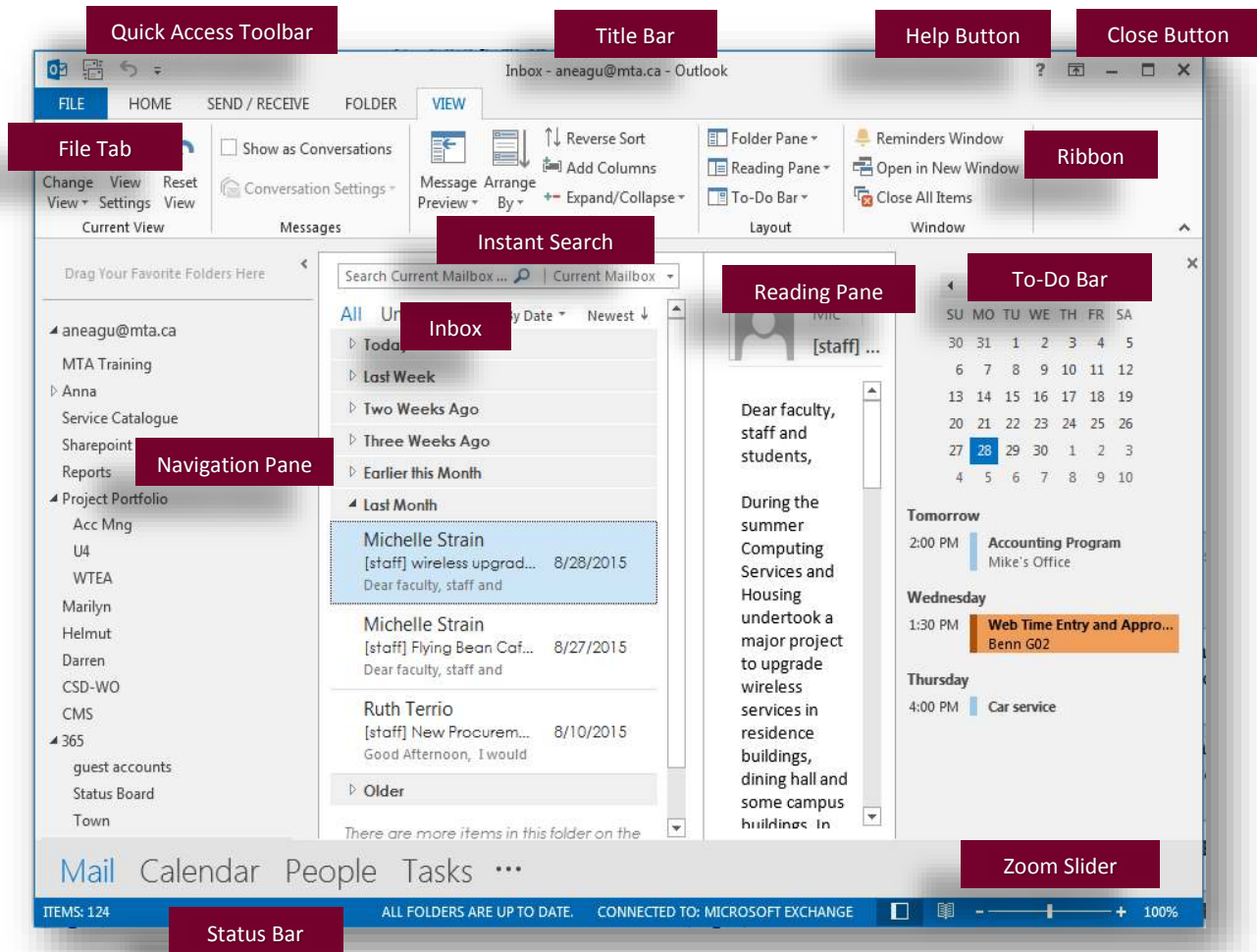
Finder / Applications



*For quicker access, you might consider pinning the Outlook program to the taskbar or Start menu. To do this, right-click **Microsoft Outlook 2013** in the All Programs menu and select **Pin to Taskbar** or **Pin to Start Menu**.*

Understanding the Outlook Interface

The Outlook 2013 program screen may seem confusing and overwhelming at first. This lesson will help you become familiar with it.



- ❑ **Quick Access Toolbar:** Contains common commands such as Send/Receive and Undo. You can add and remove commands as desired.
- ❑ **Inbox:** Lists all of your email messages and can be arranged according to your specifications.
- ❑ **Instant Search:** Enter key words to search the current folder or location. Results appear as you enter each search term.
- ❑ **Title Bar:** Displays the name of the program you are currently using (Outlook), and the item you are currently working with.
- ❑ **To-Do Bar:** Keep tabs on your calendar, appointments, and tasks, all in one place. The To-Do Bar can also be displayed in a minimized format.
- ❑ **Reading Pane:** Displays the contents of the selected message.
- ❑ **Close Button:** Click here to exit the Outlook program.
- ❑ **Help Button:** Click here to open the Outlook Help window.
- ❑ **Ribbon:** The tabs on the Ribbon replace the menus and toolbars found in previous versions of Outlook.
- ❑ **Navigation Pane:** Contains buttons and icons you can click to move among Outlook's folders and tools.

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