Microsoft Outlook 2013
Part 1: Introduction to Outlook

Fall 2014, Version 1.0

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Introduction

Microsoft Outlook 2013 is a great tool for communication, time and information management, and collaboration. It is used to create, organize, and track several types of items such as email messages, contacts, appointments, and tasks. To minimize the work of dealing with such diverse items, Outlook provides a module for each type and presents each module in a similar interface, allowing you to work with different items in a consistent way. This handout provides an overview of the Outlook 2013 user interface and covers how to perform basic tasks such as sending, receiving, deleting, and printing messages, setting up automatic replies, creating signatures, organizing messages, and getting help.

Starting Outlook

The following steps are for starting Outlook 2013 using the computers in the ITS Training Program computer labs. The steps for starting the program on other computers may vary.

NOTE: Before you can use Outlook 2013, you need to configure the program to connect to your Cal State L.A. email account.

To start Outlook 2013:

1. Click the **Start** button, click **All Programs**, click **Microsoft Office 2013**, and then click **Outlook 2013**. The program window opens, displaying the **Mail** module.

Overview of the User Interface

Outlook 2013 includes many features and tools to help you stay connected with people and better manage your time and information. The main program window organizes all of your Outlook folders for easy access, and individual windows help you view, create, and work with the different types of Outlook items (see Figure 1 and Table 1).

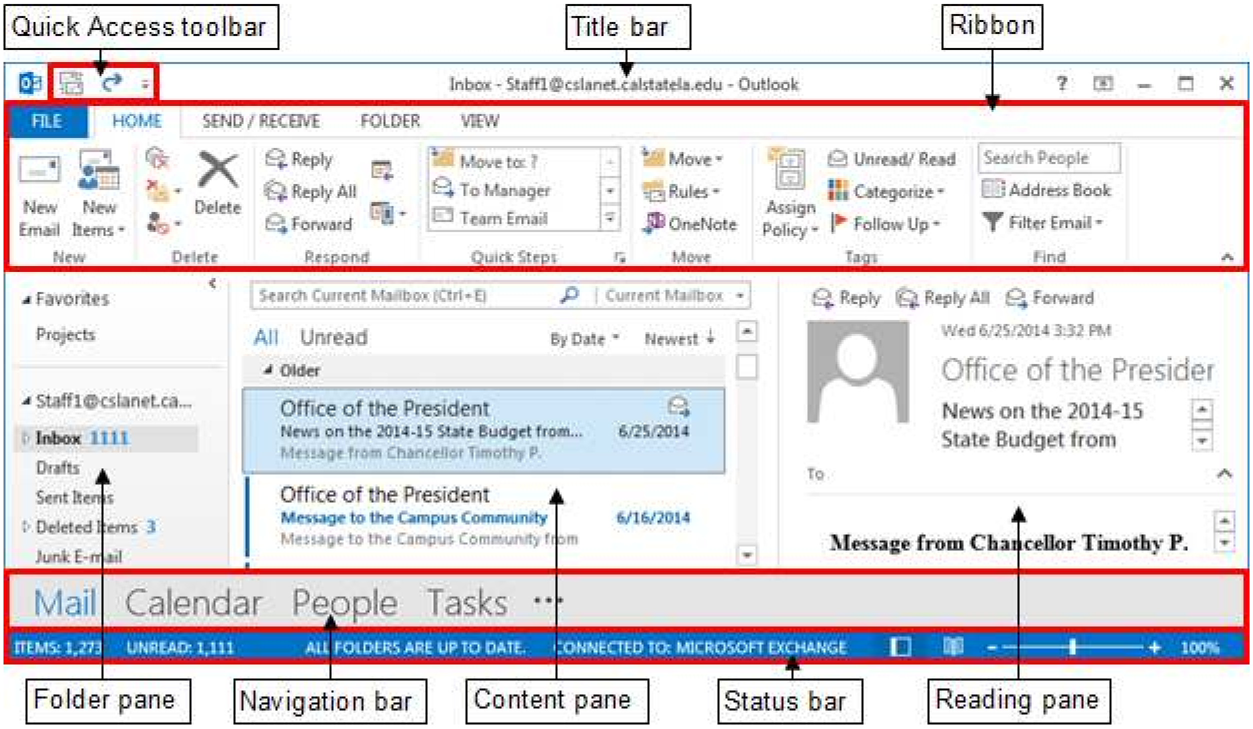
Quick Access toolbar
Title bar
Ribbon
Inbox - Staff1@cslanet.calstatela.edu - Outlook
FILE
HOME
SEND / RECEIVE
FOLDER
VIEW
New Email
New Items
Delete
Reply
Reply All
Forward
Move to: ?
To Manager
Team Email
Move
Rules
OneNote
Assign Policy
Unread/ Read
Categorize
Follow Up
Search People
Address Book
Filter Email
New
Delete
Respond
Quick Steps
Move
Tags
Find
Favorites
Projects
Staff1@cslanet.ca...
Inbox 1111
Drafts
Sent Items
Deleted Items 3
Junk E-mail
Search Current Mailbox (Ctrl+E)
Current Mailbox
All
Unread
By Date
Newest
Older
Office of the President
News on the 2014-15 State Budget from...
6/25/2014
Message from Chancellor Timothy P.
Office of the President
Message to the Campus Community
6/16/2014
Message to the Campus Community from
Wed 6/25/2014 3:32 PM
Office of the Presider
News on the 2014-15 State Budget from
To
Message from Chancellor Timothy P.
Mail
Calendar
People
Tasks
ITEMS: 1,273
UNREAD: 1,111
ALL FOLDERS ARE UP TO DATE.
CONNECTED TO: MICROSOFT EXCHANGE
100%
Folder pane
Navigation bar
Content pane
Status bar
Reading pane

Figure 1 – Outlook 2013 Program Window

Table 1 – Outlook 2013 Program Window Elements

Name	Description
Title bar	Appears at the top of the program window and displays the name of the current folder, the active account, and the program. The buttons on the right side of the Title bar are used to get help; change the display of the Ribbon; and minimize, restore, maximize, and close the program window.
Quick Access toolbar	Appears on the left side of the Title bar and contains frequently used commands that are independent of the tab displayed on the Ribbon.
Ribbon	Extends across the top of the program window, directly below the Title bar, and consists of a set of tabs, each of which contains groups of related commands.
Folder pane	Appears on the left side of the program window and provides quick access to your Outlook folders. Its contents change depending on the module you are using.
Content pane	Appears in the center of the program window and displays the content of the selected module (email messages, calendar, contacts, tasks, etc.).
Reading pane	Appears on the right side of the program window and allows you to preview the content of the selected item or attachment.
Navigation bar	Appears at the bottom of the program window, above the Status bar, and is used to switch between Outlook modules.
Status bar	Appears at the bottom of the program window and displays useful information such as the number of items in the selected folder, active reminders, and current connection status to the server. The tools on the right side of the Status bar can be used to change the view of the active module and adjust the magnification of the Reading pane.

Ribbon

The *Ribbon* is designed to help you quickly find the commands that you need to complete a task. It consists of a set of task-specific tabs that change depending on the currently active module, item, or content (see Figure 2). The Ribbon in each module includes five standard tabs: File, Home, Send/Receive, Folder, and View (see Table 2). The different Outlook item windows share certain common tabs, but each includes an item-specific tab (such as Message, Appointment, Contact, or Task). The standard tabs are visible at all times. Other tabs, known as *contextual tabs*, appear only when you create or select certain types of objects (such as images or tables). These tabs are indicated by colored headers and contain commands that are specific to working with the selected object. Clicking a tab displays a set of related commands that are organized into logical groups. Commands generally take the form of buttons and lists; some appear in galleries. Pointing to an option in most lists or galleries displays a live preview of that effect on the selected text or object. You can apply the previewed formatting by clicking the selected option, or you can cancel previewing without making any changes by pressing the *Esc* key. Some commands include an integrated or separate arrow. Clicking the arrow displays a menu of options available for the command. The appearance of the buttons and groups on the Ribbon changes depending on the width of the program or item window. If a command appears dimmed, it is unavailable. Pointing to a command on the Ribbon displays its name, description, and keyboard shortcut (if it has one) in a ScreenTip.

A *dialog box launcher* ↘ appears in the lower-right corner of most groups on the Ribbon (see Figure 2). Clicking it opens a related dialog box or task pane that offers additional options or more precise control than the commands available on the Ribbon.

You can collapse the Ribbon by clicking the *Collapse the Ribbon* button ^ on the right side of the Ribbon (see Figure 2) or by double-clicking the current tab. When the Ribbon collapsed, only the tab names are visible. You can expand the Ribbon by double-clicking any tab.

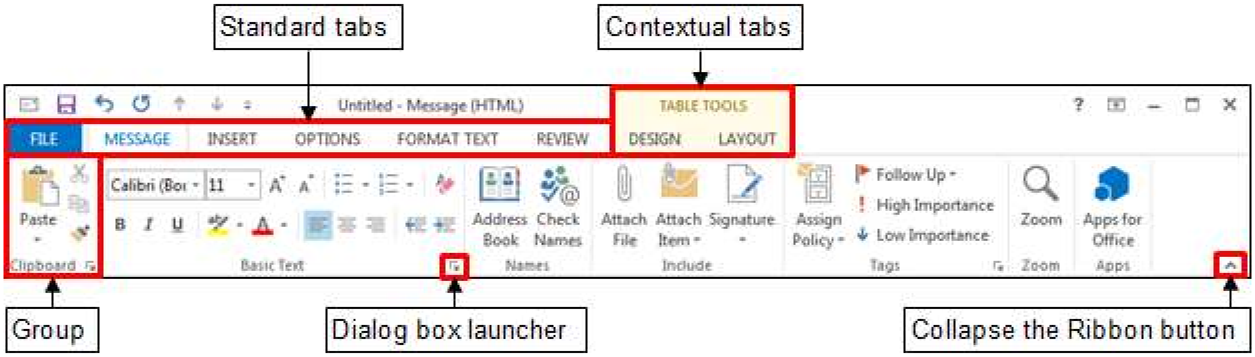
Standard tabs
Contextual tabs
Untitled - Message (HTML)
TABLE TOOLS
FILE
MESSAGE
INSERT
OPTIONS
FORMAT TEXT
REVIEW
DESIGN
LAYOUT
Paste
Clipboard
Calibri (Bo
11
B
I
U
Basic Text
Address Book
Check Names
Names
Attach File
Attach Item
Signature
Include
Assign Policy
Follow Up
High Importance
Low Importance
Tags
Zoom
Zoom
Apps for Office
Apps
Group
Dialog box launcher
Collapse the Ribbon button

Figure 2 – Ribbon

Table 2 – Ribbon Tabs

Name	**Description**
File tab	Displays the Backstage view which contains file-management commands as well as commands related to managing Outlook and Outlook accounts.
Home tab	Includes commands you can use to create and manage Outlook items such as email messages, calendar items, contacts, and tasks. The Home tab is active by default and changes to reflect the commands necessary to manage items within the current module.
Send/Receive tab	Includes commands you can use to synchronize data in Outlook with data on your mail server, show send/receive status, and set connection and download preferences.
Folder tab	Includes commands you can use to create and manage folders in which you can store email messages and other Outlook items. You can also recover deleted items, set folder permissions, and control archive settings.
View tab	Includes commands you can use to change the way items are displayed in the Content pane; display, hide, or change the location of program window panes; and open or close secondary program windows.

Quick Access Toolbar

The *Quick Access* toolbar provides one-click access to commonly used commands and options. By default, it is located on the left side of the Title bar. The program window and each of the Outlook item windows have individually configurable Quick Access toolbars. In the program window, the Quick Access toolbar displays the Send/Receive All Folders button and the Undo/Redo button (see Figure 3). In the individual item windows, the Quick Access toolbar displays the Save, Undo, Redo, Previous Item, and Next Item buttons (see Figure 4). You can change the location of the Quick Access toolbar as well as customize it to include commands that you use frequently.

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