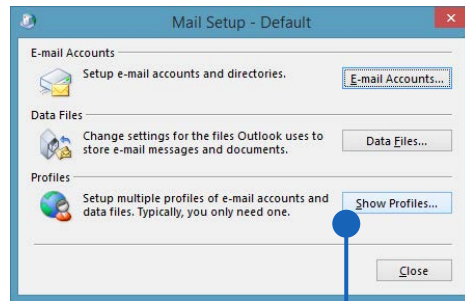
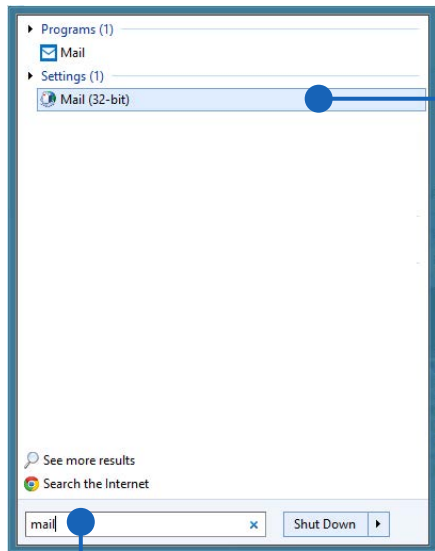


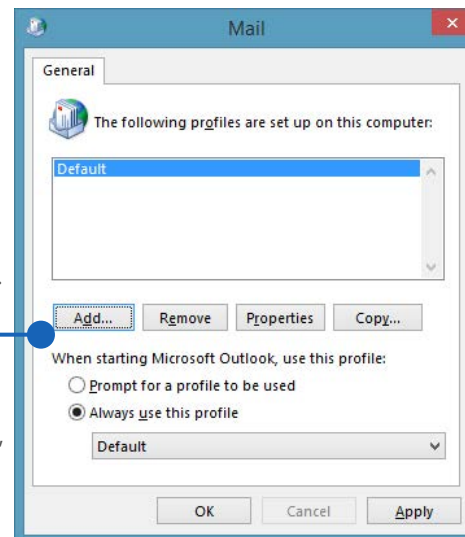
First things first: Add your account

Before you can send or receive messages, you have to connect your email account.

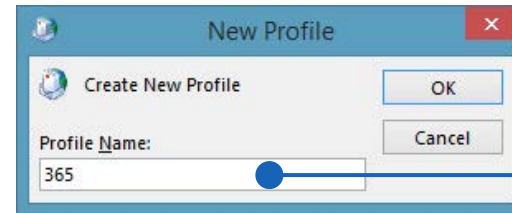
Due to already having a mail profile and with differences in Office 365 we have to do this set up a little differently.



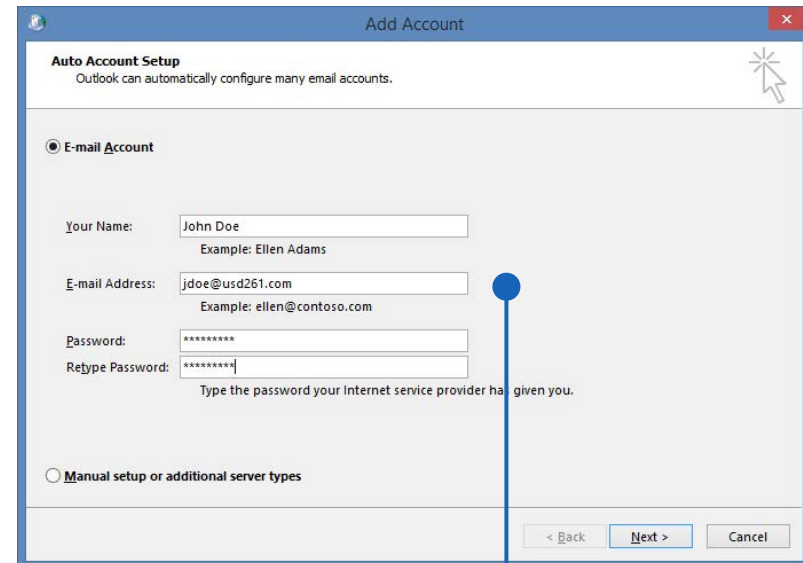
Step 2: Click "Show Profiles"



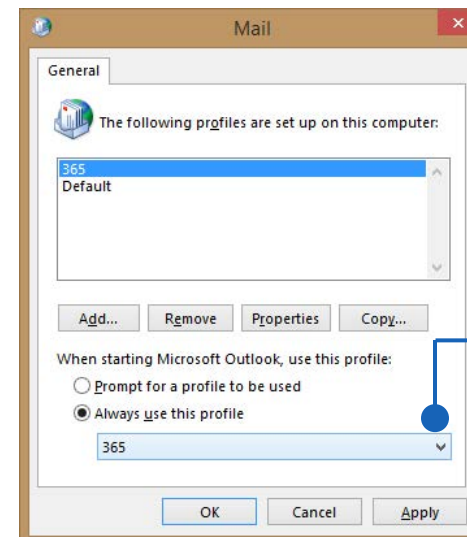
Step 3: Click "Add"



Step 4: Name the new profile, "365" will work. Click "OK"



Step 5: Enter your information including Name, Email, and Password. Click "Next". Click "Finish" on the next screen after it completes.



Step 6: Set our "365" Profile as the default.

Step 7: Open Outlook and it should begin syncing the new Mailbox. Congratulations!

You are done!

Quick Start Guide

Microsoft Outlook 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Make it yours

Customize Outlook. Choose different color schemes and different backgrounds, and synchronize them with your other computers.

Search

You can search a folder, subfolders, even other mailboxes.

Manage message tasks in the Message List

Categorize, Flag, or Delete messages right where they live—in the Message List.

Backstage view

Click the **File** tab to open the Backstage view, where you add account and change settings.

Reply from the reading pane

Reply and Forward right from the reading pane. Write a reply in the reading pane, too.

Peek

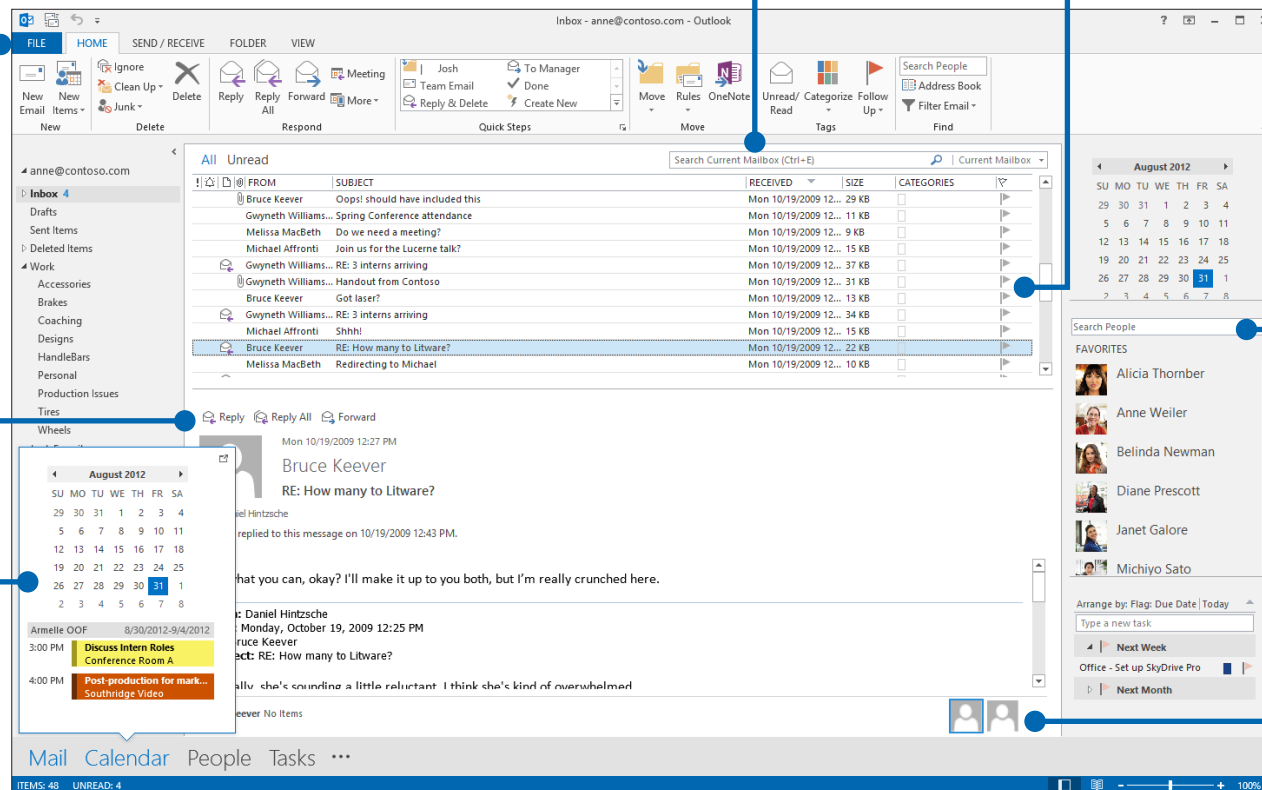
See a quick view of your Calendar, People, and Tasks. Even see upcoming appointments.

Do more in the To-Do Bar

The To-Do Bar displays the date navigator, your appointments, people, and your task list.

People pane

See details about everyone in the **To**, **From**, or **Cc** lines for each message.



Things you might be looking for

Use the list below to find some of the more common tools and commands in Outlook 2013.

To...	Click...	And then look in the...
Apply stationery or backgrounds to a message	File	Click File > Options > Mail > Stationery and Fonts . On the Personal Stationery tab, click Theme .
Send automatic replies when you're out of the office	File	Under Account Information , click Automatic Replies > Send automatic replies , and then choose your options (this feature requires a Microsoft Exchange Server account).
Insert a picture or clip art	Insert	From a new mail message, click Illustrations , and then click one of the following: Pictures , Online Picture , Shapes , Smart Art , Chart , or Screenshot .
Manage email messages by assigning rules	Home	In Mail view, click Move > Rules .
Insert a symbol or special character	Insert	From a new mail message, click Symbols > Symbol .
Add holidays to your calendar	File	Click Options > Calendar . Under Calendar options , click Add Holidays .
Share a calendar	Home	From the Calendar view, in the Share group, click E-mail Calendar > Share Calendar (this feature requires a Microsoft Exchange Server account), or Publish Online .

Mail isn't the half of it

Communication is important, but your time is important, too. Outlook 2013 has updated how you manage your time, your people, and your tasks.

Schedule a Lync Meeting

Meet face-to-face or save yourself a trip by meeting online with Lync 2013.

Plan for the weather

Glance at the forecast for your city and up to four others. When you plan an out-of-town meeting, you'll know what to pack.

View other people's calendars

Quickly see the best times to schedule a meeting with others.

Peek

Mouse over a meeting or an appointment to see its details.

Calendar - anne@contoso.com - Outlook

FILE HOME SEND / RECEIVE FOLDER VIEW

New Appointment Meeting Items New Lync Meeting Today Next 7 Days Day Work Week Week Month Schedule Open Calendar Groups Manage Calendars E-mail Calendar Share Publish Calendar Online Permissions Search People Address Book Find

August 2012 August 27 - 31, 2012 New York, NY Today 90°F/73°F Tomorrow 86°F/70°F Sunday 80°F/70°F Search Calendar (Ctrl+E)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27	28	29	30	31
	8 AM Team building event Adventure Works		10 AM Management Meeting Conference Room D	
		12 PM Lunch with interns Coho Winery	12 PM Lunch with interns	
			Start: 8/29/2012 12:00 PM End: 8/29/2012 2:30 PM Location: Coho Winery Reminder: None	
				4 PM Discuss Intern Roles Conference Room A Pad Gallagher
				Post-production for marketing video Southridge Video

My Calendars: [x] Calendar - anne@cont... [] Soccer practice [] School calendar

Shared Calendars: [] Kim Akers (kima@cont... [] Michio Sato (michios... [] Robin Wood (robinw@...

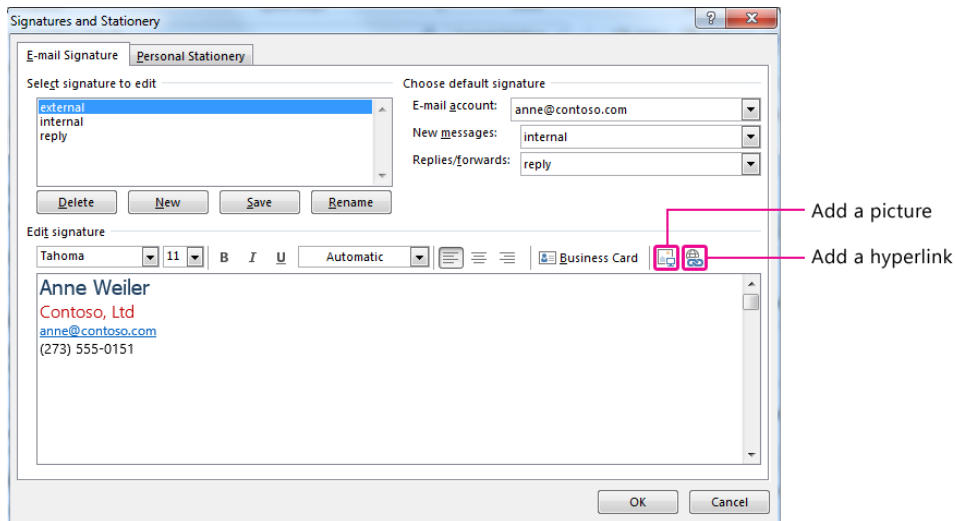
Mail Calendar People Tasks ...

ITEMS: 0

Create an email signature

To create a new email signature, do the following:

1. Click **File > Options > Mail**. Under **Compose messages**, click **Signatures**.
2. In the **E-mail Signature** tab, click **New**, and then type a name for the signature.
3. In the **Edit signature** box, type the text that you want to include in the signature, then use the built-in tools to format it.



If you've already created a signature, you can copy it from one of your sent messages and then paste it here.

Automatically add a signature to messages

To automatically add a signature to new email messages, do the following:

1. From any view, click **File > Options > Mail**. Under **Compose messages**, click **Signatures**.
2. Under **Choose default signature**, choose the signature to add to **New Messages**. If you want, choose a different signature for **Replies/forwards**.
3. To manually add a signature to a new message, from a new message, on the **Message** tab, in the **Include** group, click **Signature**, and then click the signature that you want.

