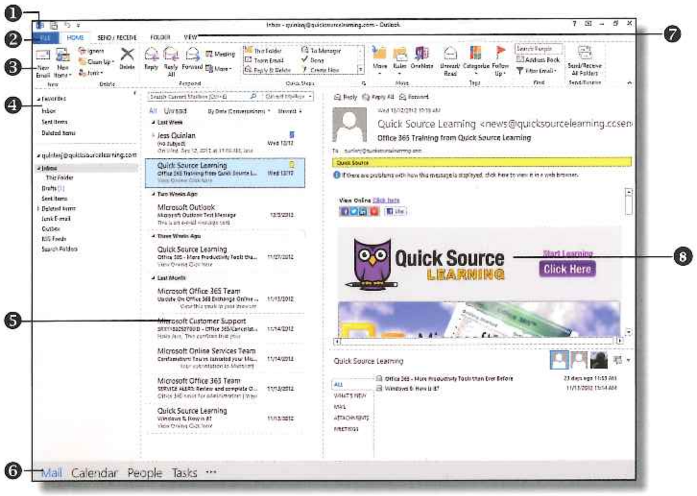
Microsoft®

Outlook 2013

Quick Source LEARNING

Getting Started

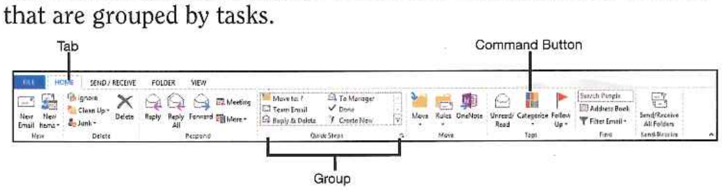


The Outlook Window

- ❶ **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- ❷ **Backstage View** – contains tools to manage Outlook settings.
- ❸ **Ribbon** – contains groups of tools for use with Outlook 2013.
- ❹ **Navigation Pane** – contains shortcuts to Outlook folders and sections.
- ❺ **View Pane** – displays the contents of the selected folder.
- ❻ **Navigation Bar** – switch between **Mail**, **Calendar**, **People**, and **Tasks** hubs, as well as **Navigation Options**, **Notes**, **Folders**, and **Shortcuts**.
- NEW! ❼ **Tab Bar** – contains tabs that display tools and commands in the ribbon.
- ❽ **Reading Pane** – displays the contents of the selected email message.

Using the Ribbon

The ribbon contains command buttons for working within Outlook that are grouped by tasks.

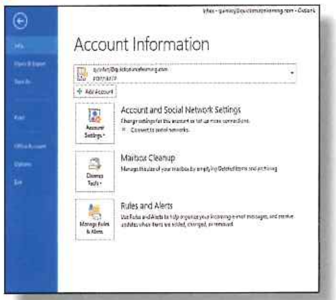


NEW! Customizing Outlook Tools

To optimize Outlook for the tools and features you use most, you can customize the toolbars and ribbon.

- *To customize the **Quick Access Toolbar**,* click the **Customize Quick Access Toolbar** button in the top right corner of the toolbar. Check or uncheck commands from the resulting menu to add or remove shortcuts.
- *To hide or show the **Ribbon**,* click the **Customize the Ribbon** button in the top left corner of the screen. Select an option from the resulting menu.
- *To customize the **Navigation Bar**,* click the **More** ··· button and select **Navigation Options**.

Using the Backstage View



The Backstage view replaces and expands on the File menu. The Backstage view allows you to quickly manage Outlook settings, such as **Account and Social Network Settings**, **Mailbox Cleanup**, and **Rules and Alerts**. It also allows you to save a file, open a file, or print the current file. To access the **Backstage** view, click on the **File** tab on the **Tab Bar**. Make selections in the **Left pane**. Click the **Back** button to exit.

Using the Navigation Bar NEW!

The following features are available in the **Navigation Bar**. Click **More** ··· button to view all options.

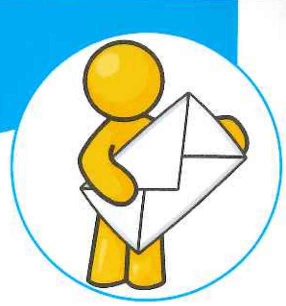
- **Mail** – the main email area allows you to read, compose, receive, and send email.
- **Calendar** – the scheduler, or planner, allows you to set and manage appointments and tasks, and check the weather.
- **People** – contains your contact list to display names, email addresses, social media updates, and other information.
- **Tasks** – the task list allows you to create and manage tasks.
- **Notes** – the notes page allows you to create and manage notes.
- **Folders**– displays all folders in a hierarchical format.
- **Shortcuts** – displays **Outlook** shortcuts.

Creating a New Folder

1. Click on the **Folder** tab.
2. Click the **New Folder** button in the **New** group.
3. Enter a name for the folder in the **Name** box.
4. Click the arrow on the **Folder contains** box and select the type of items the folder will contain.
5. Select where you want to place the folder in the **Select where to place the folder** box.
6. Click the **OK** button when you are finished.

Working with Folders NEW!

1. Click the **More** ··· button on the **Navigation Bar** to open **Folders**.
2. Select the folder you want to work with.
3. Click on the **Folder** tab and do one of the following:
   - *To rename the folder,* click the **Rename Folder** button in the **Actions** group. Enter a new name for the folder and press the **Enter** key.
   - *To copy the folder,* click the **Copy Folder** button in the **Actions** group. Select where you want to copy the folder to in the **Copy the selected folder to the folder** box and click the **OK** button.
   - *To move the folder to another location,* click the **Move Folder** button in the **Actions** group. Select where you want to move the folder in the **Move the selected folder to the folder** box and click the **OK** button.
   - *To delete the folder,* click the **Delete Folder** button in the **Actions** group. Click the **Yes** button to confirm deletion.
   - *To delete all of the items in a folder,* click the **Delete All** button in the **Clean Up** group. Click the **Yes** button to confirm deletion.



Email

Creating a Message

1. Click the **Mail** shortcut in the **Navigation Bar**.
2. Click the **New Email** button in the **New** group.
3. Do one of the following:
   - *To enter email addresses,* enter email addresses in the **To** and **Cc** boxes. *(Separating multiple addresses with a semicolon.)*
   - *To select email addresses from your contacts,* click the **Address Book** button in the **Names** group or click the **To** button. Select the contact you want to send the message to. Click the **To** button. *(Repeat to add additional contacts.)* Click the **OK** button.
   - *To send a carbon copy or blind carbon copy,* click the **Cc** button. Enter the email addresses of the contacts you wish to include on the email under **Cc** or **Bcc**. Click the **OK** button.
4. *Optional:* Click the **Check Names** button in the **Names** group to make sure that it is possible to send the message to the names or email addresses you have entered.
5. Enter a subject in the **Subject** box.
6. Enter message text in the message box.
7. Click the **Send** button.

*Note: If you start to enter an address that **Outlook** recognizes, either because it appears in the **Contacts** list or because you have previously sent a message to that recipient, then **Outlook** will automatically complete the address for you. Press the **Tab** or **Enter** key to accept the address **Outlook** is suggesting. If more than one address appears, select the address from the resulting list. Continue typing to ignore the suggestion.*

Reading a Message

1. Click the **Mail** shortcut in the **Navigation Bar**.
2. In the **View Pane**, do one of the following:
   - *To view the message in the **Reading Pane**,* click once on the message.
   - *To view the message in its own window,* double-click the message.

*Note: To mark a message as read or unread, select the message and click the **Unread/Read** button in the **Tags** group.*

Replying to a Message

1. Select the message you want to reply to.
2. Do one of the following in the **Respond** group:
   - *To reply to the sender only,* click the **Reply** button.
   - *To reply to the sender and all recipients,* click the **Reply All** button.
3. Enter reply text in the message text box.
4. Click the **Send** button when you are finished.

Forwarding a Message

1. Select the message you want to forward.
2. Click the **Forward** button in the **Respond** group.
3. Enter recipient email addresses in the **To** box.
4. *Optional:* Enter message text in the message text box.
5. Click the **Send** button when you are finished.

Saving a Draft of a Message

1. Create the message that you want to save.
2. Click the **Save** button on the **Quick Access** toolbar.
3. Click the **Close** button to close the message.

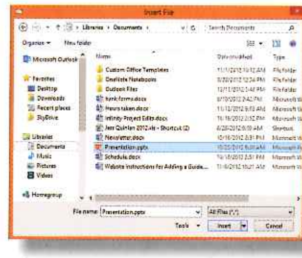
*Note: By default unsaved messages are saved to your **Drafts** folder every 3 minutes. To change these options, click on the **File** tab and select **Options** in the left pane. Select **Mail** and scroll down to make changes in the **Save messages** section.*

Working with Attachments

1. Click on the message once to view it in the **Reading Pane**.
2. Select the attachment name to open the **Attachment Tools**. Do one of the following in the **Actions** group:
   - *To open the attachment,* click the **Open** button.
   - *To print the attachment,* click the **Quick Print** button. Select print options and click the Print button.
   - *To save the selected file to your computer,* click the **Save As** button. Select a location for the file and click the **Save** button.
   - *To save all attachments to your computer,* click the **Save All Attachments** button. Click the **OK** button. Select a location for the file and click the **Save** button.
   - *To delete the attachment,* click the **Remove Attachment** button. Click the **Remove Attachment** button to confirm.
3. To return to the message out of the **Attachment Tools,** click the **Show Message** button.

Attaching a File to a Message

1. Create the message you want to add a file to.
2. Click the **Attach File** button in the **Include** group.
3. Locate and select the file you want to attach.
4. Click the **Insert** button.
5. Click the **Send** button when you are finished.



Flagging a Message

1. Select the message you want to flag in the **View Pane**.
2. Click the **Follow Up** button in the **Tags** group.
3. Select a display time for the reminder from the menu.

*Note: To quickly flag a message for follow up today, hover your pointer over the message you would like to flag. Right-click the flag icon next to the message in the **View Pane**.*

Printing a Message

1. Open or select the message you want to print.
2. Click on the **File** tab.
3. Select **Print** in the left pane.
4. *Optional:* Click the **Print Options** button and select options.
5. Click the **Print** button.

Setting Read and Delivery Receipts

1. Click on the **File** tab.
2. Select **Options** in the left pane.
3. Select **Mail**.
4. Scroll down to the **Tracking** section and do one of the following:
   - *To set a delivery receipt,* check the **Delivery receipt confirming the message was delivered to the recipient's email server** box.
   - *To set a read receipt,* check the **Read receipt confirming the recipient viewed the message** box.
5. Select an option in the **For any message received that includes a read receipt request** section.
6. Click the **OK** button.

*Note: To request a read or delivery receipt for an individual message, click on the **Options** tab in the message window. In the **Tracking** group, check the **Request a Delivery Receipt** and/or **Request a Read Receipt** box.*

Mail Extras

NEW! Working with Quick Steps

Quick Steps allow you to save time by quickly applying commonly-used actions to a selected message. For example, if you often move a certain type of message to a folder after reading it, you can apply the **Move To Quick Step** to do this automatically. To apply a quick step, select a message in the **Reading Pane** and select a **Quick Step** in the **Quick Steps** group. To manage **Quick Steps**, including editing, deleting, and restoring, click the **More** button in the **Quick Steps** group and select **Manage Quick Steps** button from the resulting menu.

Creating a New Quick Step

1. Click the **Create New** quick step in the **Quick Steps** group.
2. Enter a name for the quick step or leave the default name.
3. Click the arrow on the **Choose an Action** box.
4. Select an action from the resulting menu.
5. *Optional:* To add an additional action, click the **Add Action** button. Click the arrow on the **Choose an Action** box and select an action from the resulting menu.
6. *Optional:* Click the **Shortcut key** box and select a key combination from the resulting menu.
7. *Optional:* Enter text in the **Tooltip text** box.
8. Click the **Finish** button.

NEW! Creating a Signature

1. Click on the **File** tab and select **Options** in the left pane.
2. Select **Mail**.
3. Click the **Signatures** button.
4. Click the **New** button.
5. Enter a name for the signature and click the **OK** button.

6. Enter and format signature text in the **Edit signature** box.
7. *Optional:* To apply a signature to all new messages, click the arrow on the **New messages** box and select a signature from the resulting menu.
8. *Optional:* To apply a signature to all replies and forwards, click the arrow on the **Replies/forwards** box and select a signature from the resulting menu.
9. Click the **OK** button to close all remaining open dialog boxes.

*Note: To apply a signature to an individual message, click the **Signature** button in the **Include** group and select the signature name from the resulting menu.*

Categorizing Mail

You can sort your inbox by assigning certain messages colored labels.

1. Click on the **Home** tab.
2. Select the message you would like to categorize.
3. Click the **Categorize** button in the **Tags** group.
4. Select a color category from the drop-down menu.
5. *Optional:* If prompted, enter a custom name for the category and click **Yes**.

Send/Receive New Mail

1. Click on the **Send/Receive** tab.
2. Click the **Send/Receive All Folders** button.
3. New messages will appear in your inbox.

*Note: When you receive a new message, a notification will appear in **Outlook**. Click on the alert to open the email in a new window. Click the **Close** ✕ button to close the alert.*

Viewing Mail

You can organize your inbox in several different arrangements, including by **Date**, **Sender**, **Flags**, **Size**, **Attachments**, **Importance**, and more by clicking the options in the **Arrangement** group of the **View** tab. You can also turn on **Conversations** to view emails and replies by grouped thread.

Turning Conversations Off or On

1. Click on the **View** tab.
2. Check the **Show as Conversations** box in the **Messages** group.
3. Select the **All mailboxes** or **This folder buttons.**
4. *Optional:* To turn conversation off, clear the **Show as Conversations** box in the **Messages** group.

*Note: To change conversations settings, click the **Conversation Settings** button in the **Conversations** group and select an option from the resulting menu.*

Using Message Preview NEW!

Your inbox automatically displays the first line of every email. You can adjust this to show more or less.

1. Click on the **View** tab.
2. Click the **Message Preview** button in the **Arrangement** group.
3. Select a number of lines to preview for each message.
4. *Optional:* To turn off the preview, select **Off**.

Mail Formatting

Formatting a Message

1. In the message text box, select the text you want to format.
2. Click on the **Format Text** tab.
3. Click the **Font** launcher in the bottom-right corner of the **Font** group.
4. Make font formatting selections.
5. Optional: Click **Paragraph Settings** launcher in the bottom-right corner of the **Paragraph** group. Make paragraph formatting selections.
6. Click the **OK** button when you are finished.

*Note: To quickly format text in the **Message** tab, click the buttons in the **Basic Text** group.*

Applying a Style to Text

1. In the message text box, select the text you want to format.
2. Click on the **Format Text** tab.
3. Click the **More** button on the **Styles** box.
4. Select a style from the resulting gallery.

Note: When you place your mouse pointer over a style in the gallery, the selected text will show how the formatting will look.

Applying a Theme to a Message

A theme is a set of unified design elements and colors.

1. Create the message you want to apply a theme to.
2. Click on the **Options** tab.
3. Click the arrow on the **Themes** button in the **Themes** group.
4. Select a theme from the resulting gallery.

*Note: To return to the default, click the arrow on the **Themes** button in the **Themes** group and select **Reset to Theme from Template** from the resulting menu.*

NEW! Calendar

Outlook 2013 Calendar comes with the **Peek** feature. Hover your pointer over the **Calendar** hub shortcut on the **Navigation Bar** and a preview window showing your day's appointments will appear.

Scheduling an Appointment

1. Click the **Home** tab of the **Calendar** hub.
2. Click the **New Appointment** button in the **New** group.
3. Enter a description for the appointment in the **Subject** box.
4. Enter a location for the appointment in the **Location** box.
5. Enter or select a start date and time in the **Start time** boxes.
6. Enter or select an end date and time in the **End time** boxes.
7. Enter details in the text box.
8. *Optional:* To set a reminder for the appointment, click the arrow on the **Reminder** box in the **Options** group and select a time from the resulting menu.
9. *Optional:* To make the appointment recur, click the **Recurrence** button in the **Options** group. Select recurrence options and click the **OK** button.
10. Click the **Save & Close** button when you are finished.

*Note: To quickly schedule an appointment, click the **Calendar** shortcut in the **Navigation Pane**. Double-click the date and time you want the appointment to occur on.*

Scheduling a Meeting

1. Click the **Calendar** shortcut in the **Navigation Bar**.
2. Click the **Home** tab of the **Calendar** hub.
3. Click the **New Meeting** button in the **New** group.
4. Enter recipient email addresses in the **To** box.
5. Enter a description for the meeting in the **Subject** box.
6. Enter a location for the meeting in the **Location** box.
7. Enter or select a start date and time in the **Start time** boxes.
8. Enter or select an end date and time in the **End time** boxes.
9. Enter meeting details in the text box.
10. Click the **Send** button when you are finished.

*Note: To quickly change a meeting to an appointment, click the **Cancel Invitation** button in the **Attendees** group.*

Scheduling a Meeting from a Message NEW!

You can schedule a meeting from a message that will include all message recipients.

1. In the **Inbox**, select the message you want to make into a meeting request.
2. Click the **Meeting** button in the **Respond** group.
3. Enter a location for the meeting in the **Location** box.
4. Enter or select a start date and time in the **Start time** boxes.
5. Enter or select an end date and time in the **End time** boxes.
6. Enter meeting details in the text box.
7. Click the **Send** button when you are finished.

Creating an Additional Calendar

1. Click the **Calendar** shortcut in the **Navigation Bar**.
2. Click on the **Folder** tab.
3. Click the **New Calendar** button in the **New** group.
4. Enter a name for the calendar in the **Name** box.
5. Select where you want to place the calendar in the **Select where to place the folder** box.
6. Click the **OK** button.

Sharing your Calendar NEW!

1. Click the **Calendar** shortcut in the **Navigation Bar**.
2. Click the **Email Calendar** button in the **Share** group.
3. Select the **Calendar** you wish to share and set the **Date Range**.
4. Click **OK**.
5. Enter the email details in the new email window.
6. Click the **Send** button.

*Note: If your **Outlook** account connects to a **Microsoft Exchange Server**, click the **Share Calendar** button in the **Share** group.*

Setting your Calendar's Weather Bar NEW!

The **Weather Bar** feature displays a daily forecast for your city. To change your city:

1. Click the **Weather Bar** to open the drop-down menu.

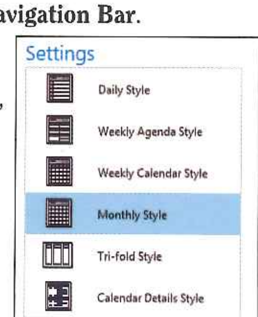
2. Click **Add Location**.
3. Enter the city zipcode or name and click the **Search** button.
4. Select the desired city.

Customizing your Calendar View NEW!

1. Click the **Calendar** shortcut in the **Navigation Bar**.
2. Click the **View** tab.
3. In the **Arrangement** group, select one of the following view options:
   - **Day:** View only the day's appointments.
   - **Work Week:** View the work week.
   - **Week:** View the complete week.
   - **Month:** View the month in traditional calendar format.
   - **Schedule:** View appointments in a horizontal list.
4. *Optional:* To change the calendar color, click the **Color** button in the **Color** group. Select a color.
5. *Optional:* To adjust the calendar's layout, select an option in the **Layout** group.

Printing your Calendar

1. Click the **Calendar** shortcut in the **Navigation Bar**.
2. Click the **File** tab.
3. Select **Print**.
4. *Optional:* Under the **Settings** section, select a style of calendar view to print. The preview window will automatically change to display the different styles.
5. *Optional:* Click **Print Options** to select additional printing options, including **Page range**, **Print range** start and end dates, and number of copies.
6. Click the **Print** button.



Deleting a Calendar

1. Click the **Calendar** shortcut in the **Navigation Bar**.
2. In the **Navigation Pane**, select the calendar that you would like to delete.
3. Right-click the calendar and select **Delete Calendar.**
4. Click **Yes** to confirm deletion.

Note: You cannot entirely delete your primary Outlook calendar.

People (NEW!

In Outlook 2013, **Contacts** has been replaced by the **People** hub, a center for all your contact information. You can connect **People** to a social network and import all of your connections' data and updates directly into **Outlook**.

Connecting to a Social Network

1. Click the **People** shortcut in the **Navigation Bar**.
2. Click **Connect to a social network** in the **Navigation Pane**.
3. Select the **Social Network Account** to which you would like to connect **Outlook**.
4. Enter your account information and click **Connect**.
5. Click the **Finish** button.

Creating a Contact Card (NEW!

Contact Cards store individual contact and social media information within the **People** hub.

1. Click the **People** shortcut in the **Navigation Bar**.
2. Click the **New Contact** button in the **New** group.
3. Enter a name for the contact in the **Full Name** box.
4. Enter additional contact information. If you have connected to a social network, the information will be filled in automatically as soon as **Outlook** recognizes the name of your contact.
5. Click the **Save & Close** button in the **Actions** group.

Using Contact Cards (NEW!

Click on one of the sections to view contact information.

- **Contact:** Displays all the contact information.
- **Notes:** Displays any notes you have added about the contact.
- **What's New:** Displays a list of your contact's recent updates.

Note: To make additions to the contact information or notes, click ***Edit****. Click* ***Save*** *when you are finished.*

Creating a Contact Group

1. Click the **People** shortcut in the **Navigation Bar**.
2. Click the **New Contact Group** button in the **New** group.
3. Enter a name for the list in the **Name** box.
4. Click the **Add Members** button in the **Members** group and do one of the following:
   - *To add members from your contacts or address book,* select **From Outlook Contacts** or **From Address Book** from the resulting menu. Select a contact name and click the **Members** button. (*Repeat for each member you want to add.*) Click the **OK** button.
   - *To add a member that is not in your address book,* select **New Email Contact** from the resulting menu. Enter information in the **Add New Member** box and click the **OK** button.
5. Click the **Save & Close** button when you are finished.

Communicating with a Contact

1. Select the contact.
2. Do one of the following:
   - *To email a contact,* click the **Email** button in the contact card. Compose the message and click the **Send** button.
   - *To create a meeting with the contact,* click the **Meeting** button in the **Communicate** group. Select options for the meeting and click the **Send** button.

Tasks

Creating a Task

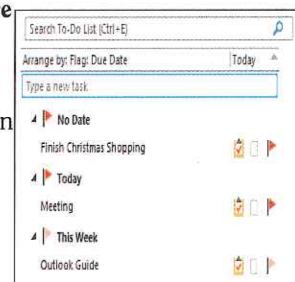
1. Click the **Tasks** shortcut in the **Navigation Bar**.
2. Click the **New Task** button in the **New** group.
3. Enter a subject for the task in the **Subject** box.
4. Click the arrow on the **Start date** box and select a date from the resulting calendar.
5. Click the arrow on the **Due date** box and select a date from the resulting calendar.
6. *Optional:* To assign the task to another user, click the **Assign Task** button in the **Manage Task** group. Enter an email address or user name in the **To** box.
7. *Optional:* Click the arrow on the **Status** box and select a status.
8. *Optional:* Click the arrow on the **Priority** box and select a priority.
9. *Optional:* To set a reminder for the task, check the **Reminder** box, click the arrow on each box, and select a date and time.
10. *Optional:* Enter task details in the text box.
11. Click the **Save & Close** button in the **Actions** group.

Note: To quickly create a task in the ***To-Do List****, click once on the* ***To-Do Bar*** *to expand it. Click in the* ***Type a new task*** *box, enter a subject for the task, and press the* ***Enter*** *key.*

Managing Tasks

Select the task you want to work with and do any of the following:

- *To mark a task complete,* click the **Mark Complete** button in the **Manage Task** group.
- *To delete a task,* click the **Remove from List** button in the **Manage Task** group.
- *To add or change the* ***Follow Up*** *option for a task,* click a button in the **Follow Up** group.
  - *To change how tasks are displayed,* select a view in the **Current View** group.



Notes

Creating a Note

Use notes to organize small bits of information that you might need to reference later.

1. Click the **More** ... button on the **Navigation Bar** to open **Notes**.
2. Click the **New Note** button in the **New** group.
3. Enter text directly into the note.
4. Click the **Close** button in the upper-right corner to close the note. (***Outlook*** *will name the note with the text that was entered and will record the date and time the note was created at the bottom of the note.)*

Working with Notes

- *To open a note,* double-click the note in the **Notes** pane.
- *To assign a color category to a note,* click the **Categorize** button in the **Tags** group, and select a color category from the shortcut menu.
- *To delete a note,* right-click the closed note and select **Delete** from the shortcut menu.
- *To change how notes are displayed,* select a view in the **Current View** box.
- *To email a note,* select the note and click the **Forward** button in the **Actions** group. Compose the mail message and click the **Send** button.

Extras

Adding an Account NEW!

Outlook can configure more than one email account. To add an additional account:

1. Click the **Mail** shortcut in the **Navigation Bar**.
2. Click on the **File** tab on the **Tab Bar.**
3. Click on **Info** in the left panel.
4. Click **Add Account**.
5. Enter the account information and click **Next**.
6. Click the **Finish button.**

Deleting an Item

1. Select the item you want to delete.
2. Click the **Delete** button in the **Delete** group.

Retrieving a Deleted Item

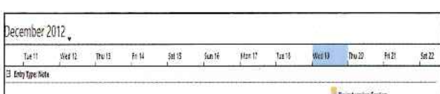
1. Select the **Deleted Items** folder in the **Navigation Pane.**
2. Select the item you want to retrieve.
3. Click the **Move** button in the **Move** group.
4. Select a folder from the resulting menu.
5. Click **OK**.

*Note: To permanently delete the items in the **Deleted Items** folder, right-click the **Deleted Items** folder and select **Empty Folder** from the shortcut menu. Click the **Yes** button to confirm deletion.*

Creating a Journal Entry

Use the **Journal** feature to keep a record of interactions with contacts, meeting notes, phone calls, tasks, or responses.

1. Click the **More** ··· button on the **Navigation Bar** to open **Folders.**
2. Click the **Journal** shortcut in the **Navigation Pane.**
3. Click the **Journal Entry** button in the **New** group



4. Enter a description of the entry in the **Subject** box.
5. Click the arrow on the **Entry type** box and select an entry type from the resulting menu.
6. *Optional:* Enter a company name in the **Company** box.
7. Enter or select a start date and time in the **Start time** boxes.
8. Click the arrow on the **Duration** box and select a duration from the resulting menu.
9. *Optional:* Enter notes in the text box.
10. Click the **Save & Close** button when you are finished.

*Note: To view your journal entries filtered by type in the **Reading Pane**, click **Timeline**, **Entry List**, **Phone Calls**, or **Last 7 Days** in the **Current View** group.*

Shortcuts (Mail)

New Email	Ctrl + N
Send Email	Ctrl + Enter
Delete Email	Delete
Show Address Book	Ctrl + Shift + B
Ignore Conversation	Ctrl + Delete
Delete	Ctrl + D
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + F
Reply with Meeting	Ctrl + Alt + R
Unread/Read	Ctrl + U/Ctrl + Q
Find a Contact	F11
Address Book	Ctrl + Shift + B
Move between sections	Tab
Search	F3
Find	Ctrl + Shift + F
Undo	Ctrl + Z
Print	Ctrl + P
Check Spelling	F7
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Check Names	Ctrl + K
Check for New Messages	Ctrl + M
Go to Next Message	Ctrl + .
Go to Previous Message	Ctrl + ,
Save	Ctrl + S
Switch to Mail	Ctrl + 1
Switch to Calendar	Ctrl + 2
Switch to Contacts	Ctrl + 3
Switch to Tasks	Ctrl + 4
Switch to Notes	Ctrl + 5
Switch to Folder List	Ctrl + 6
Switch to Shortcuts	Ctrl + 7

Getting Help

Using Outlook Help

1. Click the **Microsoft Outlook Help** button on the **Tab Bar** or press **F1**.
2. Do one of the following:
   - *To browse common **Outlook Help** topics,* select a topic heading in the **Popular searches** section.
   - *To browse tips for exploring new items in **Outlook 2013**,* select a topic heading in the **Getting started** section.
   - *To browse basic **Outlook** articles,* select a topic heading in the **Basics and beyond** section.
   - *To search for a new **Help** topic,* enter what you want to search for in the **Search online help** box and click the **Search** button.

*Note: Click the **Home** button on the **Standard** toolbar to return to the **Home** page. Click the **Print** button to print the current **Help** article. Click the **Back** and **Forward** buttons to navigate through* **Outlook Help**.

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