

# The new Outlook for Mac

## Quick Start Guide

New to Outlook for Mac? Use this guide to learn the basics.

### Show or hide Sidebar

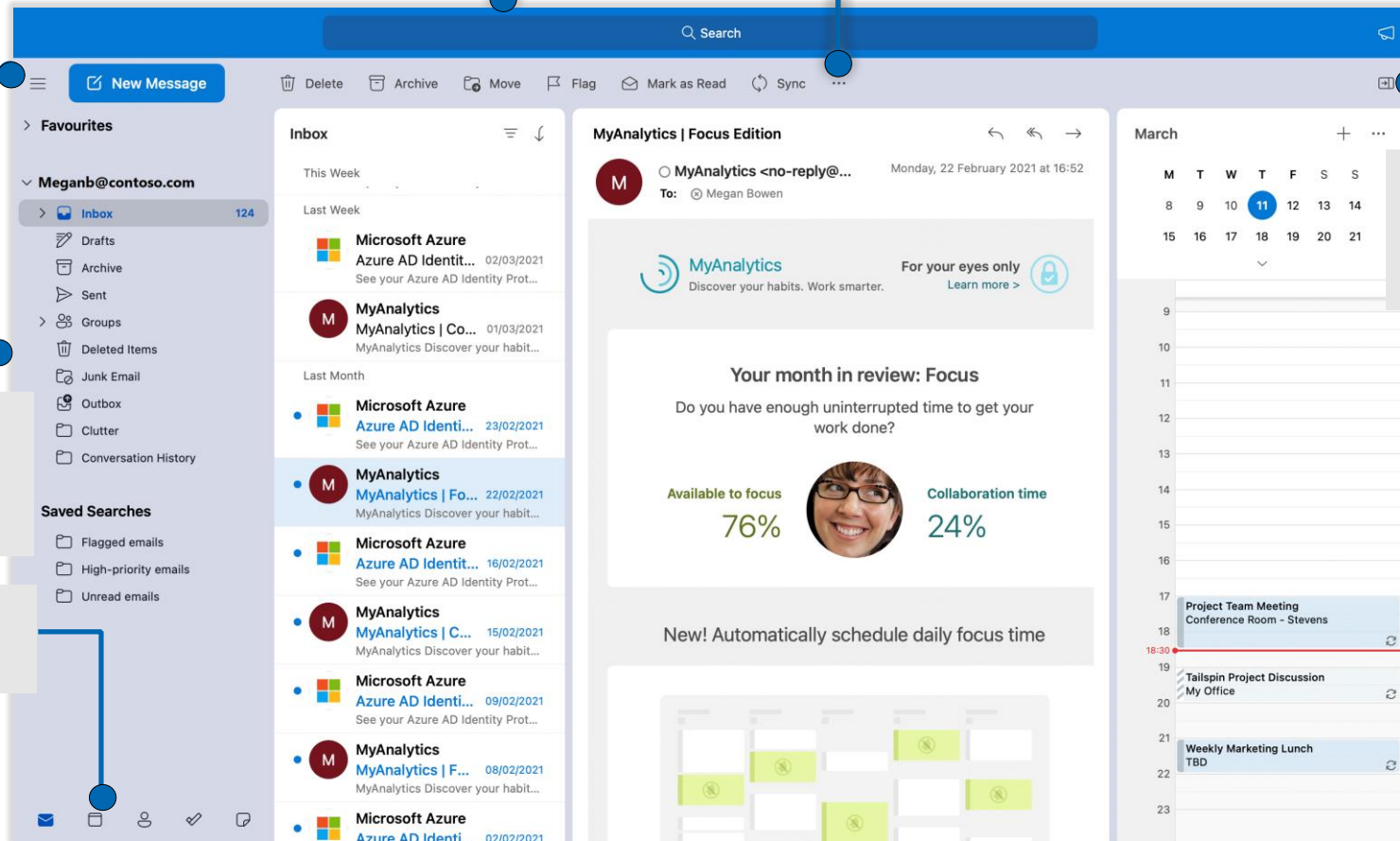
Need more space to work inside Outlook? Select this button to show/hide the sidebar.

### Search your Inbox or mail folders

Start typing in the Search box to instantly find what you're looking for.

### Add more actions

Select to customize your toolbar by pinning important actions.



### Navigate your mail folders

Select a folder to display its contents quickly and conveniently.

### Select to switch views

Outlook is five apps in one.

### Show or hide task pane

Need more room on your screen? Select the arrow to hide or redisplay the task pane.

#### Inbox

- This Week
- Microsoft Azure  
Azure AD Identit... 02/03/2021  
See your Azure AD Identity Prot...
- Last Week
- MyAnalytics  
MyAnalytics | Co... 01/03/2021  
MyAnalytics Discover your habit...
- Last Month
- Microsoft Azure  
Azure AD Identit... 23/02/2021  
See your Azure AD Identity Prot...
  - MyAnalytics  
MyAnalytics | Fo... 22/02/2021  
MyAnalytics Discover your habit...
  - Microsoft Azure  
Azure AD Identit... 16/02/2021  
See your Azure AD Identity Prot...
  - MyAnalytics  
MyAnalytics | C... 15/02/2021  
MyAnalytics Discover your habit...
  - Microsoft Azure  
Azure AD Identit... 09/02/2021  
See your Azure AD Identity Prot...
  - MyAnalytics  
MyAnalytics | F... 08/02/2021  
MyAnalytics Discover your habit...
  - Microsoft Azure  
Azure AD Identit... 02/02/2021

#### MyAnalytics | Focus Edition

Monday, 22 February 2021 at 16:52

To: Megan Bowen

MyAnalytics  
Discover your habits. Work smarter.

For your eyes only

**Your month in review: Focus**

Do you have enough uninterrupted time to get your work done?

Available to focus **76%**

Collaboration time **24%**

New! Automatically schedule daily focus time

#### March

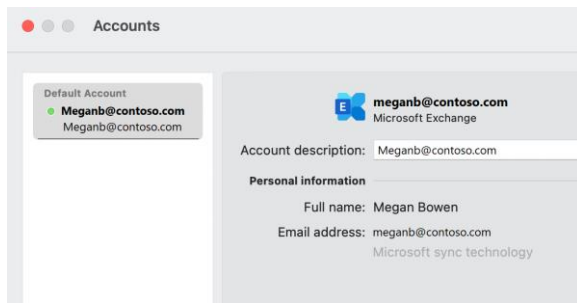
M	T	W	T	F	S	S
8	9	10	11	12	13	14
15	16	17	18	19	20	21

- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 18:30
- 19: Project Team Meeting  
Conference Room - Stevens
- 19: Tailspin Project Discussion  
My Office
- 21: Weekly Marketing Lunch  
TBD
- 22
- 23

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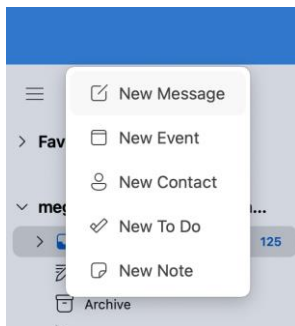
## Set up your account

You can use Outlook as soon as you enter your account info. On the ribbon, select the **Tools** tab, and then select **Accounts**. Sign in with your preferred email address, or use the account information provided by your organization or school.



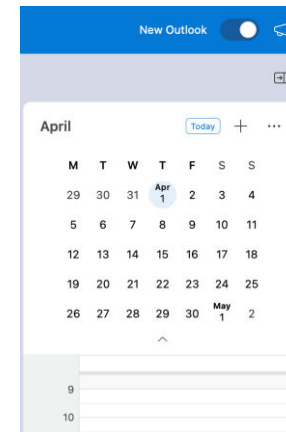
## Create new items

In **Mail** view, on the **Home** tab, select **New Message** to compose a new email message, or select **File > New** and choose the type of item you want to create.



## My Day with rules

View your upcoming events by selecting a specific day on the calendar which will show them below. Set your preferences (...) to select specific calendars to show.



## Switch between views

There's much more to Outlook than email. At the bottom of the app window, you can easily switch between the **Mail**, **Calendar**, **People**, **Tasks**, and **Notes** views to manage all aspects of your busy life.

Commands on the ribbon switch to match the view you've selected, as will the information shown on the Outlook status bar at the bottom of the app window.



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## There's more to Outlook than email

Switch to Calendar view to manage all aspects of your busy life.

### Easy to use Calendar tools and commands

In Calendar view, the ribbon displays everything you need to manage every day, week, month, and year.

### Switch your point of view

Select to see how busy your days, weeks, and months are.

### Search for meetings and appointments

Start typing in the **Search** box to instantly find what you're looking for.

The screenshot shows the Outlook for Mac calendar interface. The main window displays a calendar for March 2021, with the current view set to 'Working Week' for the dates 15 March to 19 March 2021. The interface includes a search bar at the top, a 'New Event' button, and a sidebar with a calendar overview and a list of calendars. The main calendar area shows a grid of days with various meetings and appointments scheduled. Callouts point to specific features: the search bar, the 'New Event' button, the calendar overview, the 'Back' and 'Forward' navigation arrows, the weather forecast for Boston, and the 'Quick Event card' for a meeting.

### Quick Event card

Select any meeting to see the quick event card which can be used to RSVP, get tracking info of attendees or other meeting insights.

### Navigate your schedule

While looking at the current day, week, or month, select the Back or Forward arrows to switch the current view.

### Weather at a glance

Check your weather forecast to make sure your meeting or event won't be rained out.

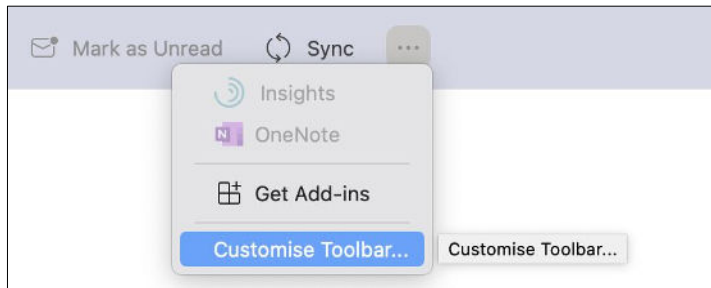
### Create new items in place

Hold the Control key while selecting anywhere in your calendar to create a new item.

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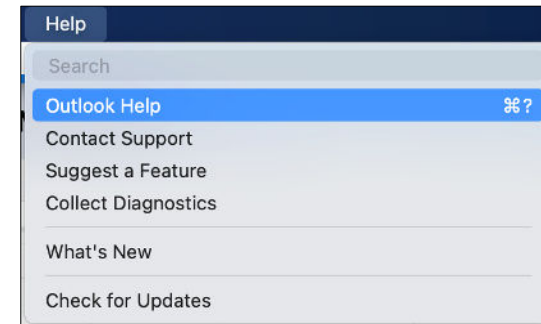
## Set your customizable toolbar

Choose commands to display in the Toolbar. In the Toolbar, select the **more** icon, then **Customize Toolbar**.



## Get help with Outlook

On the menu bar, select **Help** to search for the Outlook features and commands that you need help with, or select **Outlook Help** to browse through popular content. To let us know if the information we've provided has been useful to you, use the feedback form at the bottom of each of our Help articles.



## Get other Quick Start Guides

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## Improved search

Search is now powered by Microsoft Search and has better results and suggestions. The improvements include Search across all our accounts and folders to find messages, files, contacts and events.

