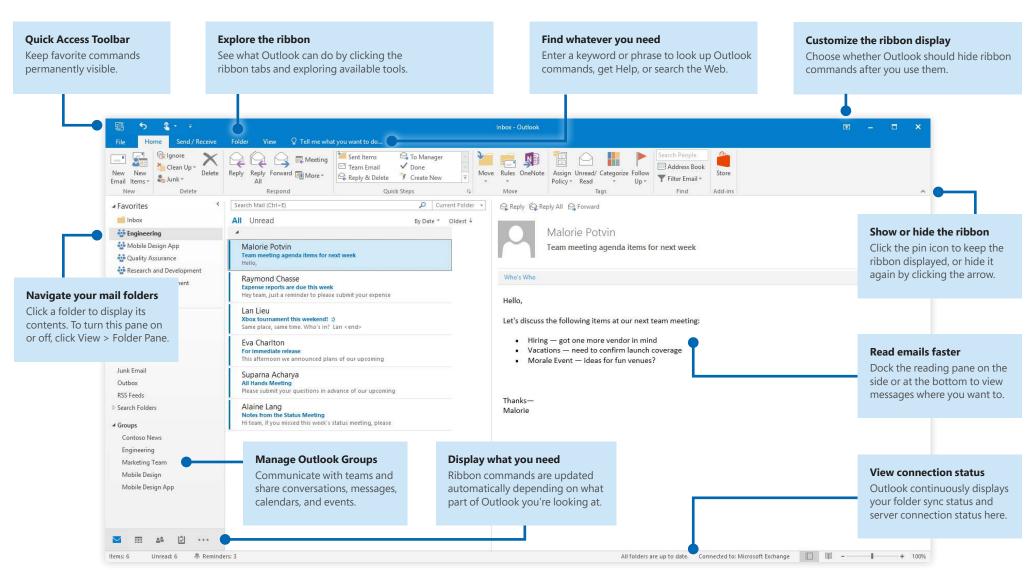


#### Quick Start Guide

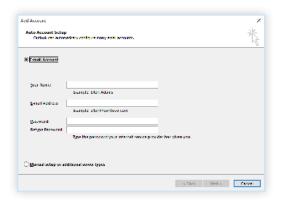
New to Outlook 2016? Use this guide to learn the basics.





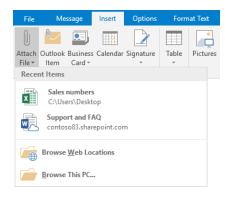
### Set up your account

You can use Outlook 2016 as soon as you enter your account info. On the ribbon, click **File** > **Info** and then click the **Add Account** button. Next, sign in with your preferred email address, or use an account provided by your company or school.



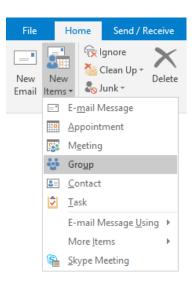
## Attach files without searching

Need to attach a picture or a document? Outlook saves you time by keeping a list of your recently used files. Click the **Attach File** button while composing a new message or meeting invitation, and then select the file you want to attach.



## Set up an Outlook group

If you're running Outlook as part of an eligible Office 365 subscription, you can use **Groups** instead of distribution lists to more effectively communicate and collaborate with members of a team or an organization.

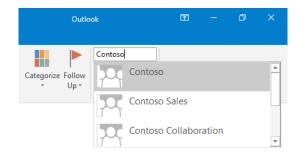


To create a new group in Outlook 2016, click the **Home** tab, and then click **New Items** > **Group**.

If you don't see this as an option on this menu, contact the administrator of your Microsoft Office 365 subscription for more information.

From the Inbox of any of your Groups, you and the other members can start or join a conversation, create or confirm team events, see a list of members, and get notifications about interactions on any of your shared posts.

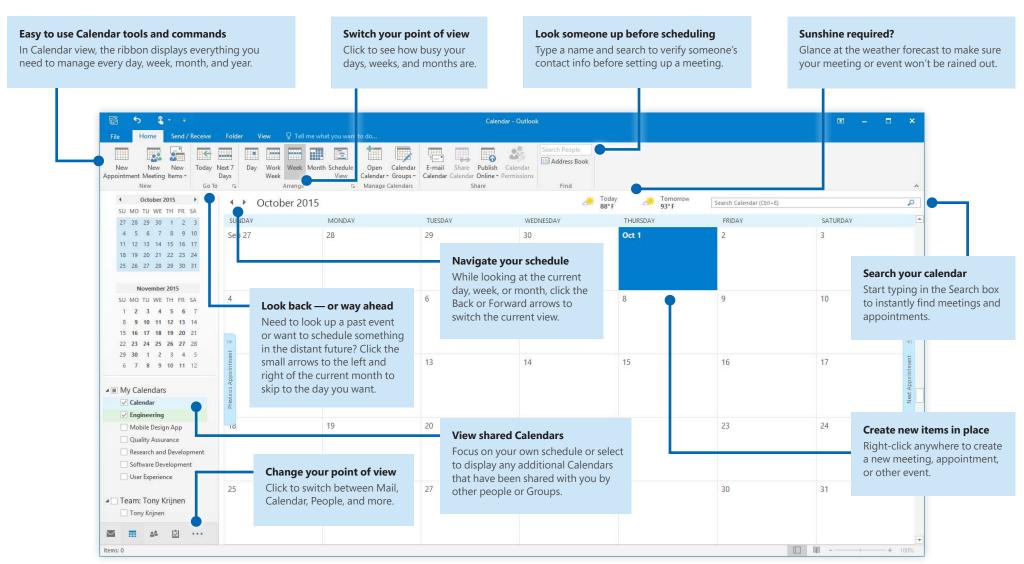
To join an existing group, start by searching for its name. On the **Home** tab of the Outlook application window, enter a keyword or phrase into the **Search People** box, and then click to select the group you want to join.





## Outlook is more than just email

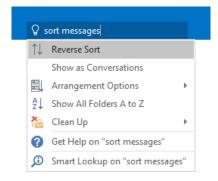
Easily switch between Mail, Calendar, People, and more.





### Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Outlook features and commands you're looking for, to discover **Help** content, or to get more information online.



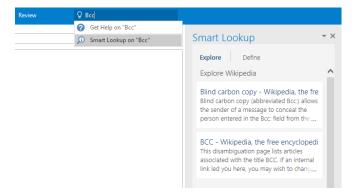
### Get other Quick Start Guides

Outlook 2016 is just one of the newly designed apps in Office 2016. To download our free Quick Start Guides for any of the other new versions of your favorite apps, visit http://aka.ms/office-2016-guides.



## Look up relevant information

With **Smart Lookup**, Outlook searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context to information you need to share with other people.



## Next steps with Outlook

#### See what's new in Office 2016

Explore the new and improved features in Outlook 2016 and the other apps in Office 2016. Visit http://aka.ms/office-2016-whatsnew for more information.

#### Get free training, tutorials, and videos for Office 2016

Ready to dig deeper into the capabilities that Outlook 2016 has to offer? Visit **http://aka.ms/office-2016-training** to explore our free training options.

#### Send us your feedback

Love Outlook 2016? Got an idea for improvement to share with us? On the **File** menu, click **Feedback** and then follow the prompts to send your suggestions directly to the Outlook product team. Thank you!