



MS Office

Outlook

Getting Started

Email helps you stay connected to family and friends who use computers more and more.

You can open your Outlook email system with a desktop icon or through the search option. Then there are different parts of the Inbox to become familiar with. **Give it a try!**

Opening Email

1. Find the Outlook icon on the desktop and double-click on it to open it.

If you don't see the icon, press the Windows key and then type in the word **Outlook**. When Outlook appears in the search results, select it and press Enter to open it.

Email Features

2. **Search Field:** At the top of your screen is a search field that helps you find emails or contacts.
3. **Ribbon Tool Bar:** Below the search field, you find your ribbon tool bar. It's packed with all types of tools to help you with email tasks.
4. **Home Tab:** Outlook opens with the focus on the Home tab, the default tab. Here you find the most commonly used actions, such as creating a new email, forwarding and replying to an email, and deleting an email.
5. **Navigation Pane:** On the left side of your screen, you see where email folders are stored.

Tip: For more information on working with email folders, see the workshop on organizing emails.

6. **Item List:** To the right of the navigation pane, you see a list of the emails in your inbox, with the most recent at the top. You can move through the list with your mouse pointer, with your arrow keys, or by clicking and dragging the scrollbar to the right of your list.

Each item in the list has the sender's name, then below it, the subject and the date it was sent. The next line gives you a portion of the subject.

- If it was sent today, you see the time instead of the date.
- If the email is blue, it has not been read. If it's black, it has been read.

7. **Reading Pane:** To the right of the item list, the reading pane gives you a preview of the email currently highlighted in the list. Use the scrollbar to the right to move up or down through your email.

To enlarge the font in the reading pane, use the zoom slider bar in the bottom right corner. Click and drag the bar to the right to increase the font size.

With the font enlarged, use the scrollbars on the bottom and the right to see the entire reading pane.

Email is a great way to keep in touch with family and friends. Once you've learned the basics of email, you can use it to connect with others.