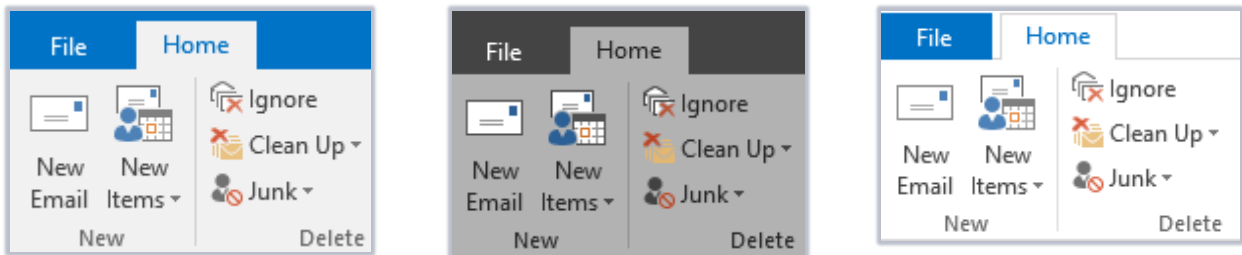


# Staff email – Outlook Useful Features

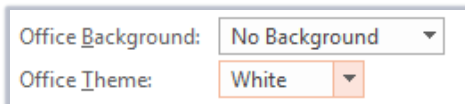
## Office backgrounds and colours

- You can change your **Office Theme** to alter the colour of your screen. This will also affect other MS Office applications eg Word and Excel. Select the theme you find easiest to work with.



To change Theme colours:

1. Click the **File** tab, then **Options**.
2. Change **Office Theme** in the **General** section, under **Personalize your copy of Microsoft Office**.

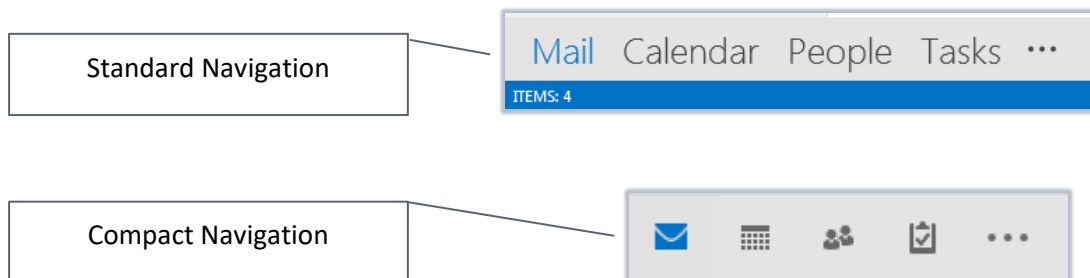


3. Click **OK**.

**Note:** You can also change your **Office Background** in this dialog. This pattern is displayed in the top right of all your Office applications.

## Navigation options

- Move quickly between **Mail**, **Calendar**, **People** and **Tasks** with a single click of the menu items at the bottom left of the window. Click the ellipsis (three dots) icon for more options (e.g. Navigation type).



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# Mail

## New message preview

- In Outlook 2013 or later, the message pane contains the first line of each email, as well as the sender's name and email subject.
- This helps you to quickly identify which messages are important and which may be spam.



## Quick actions

You can perform quick actions in the Message pane to **flag**, **delete** or **mark** an email as read/unread.

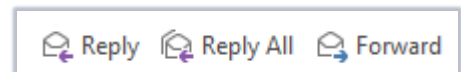
- Hover to the right of an email and click the **flag** icon to flag it for later.
- Hover to the right of the email and click the **Waste bin** icon to delete it.

**Note:** If you have your Reading pane view set to 'Right', you can hover to the left of an email and click the **side bar** icon to mark it as read or unread.

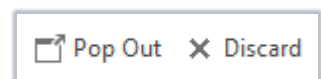


## Inline and pop out replies







Like previous versions of Outlook, you can choose a reply option at the top of the Reading pane (**Reply**, **Reply All** or **Forward**) when you select an email.

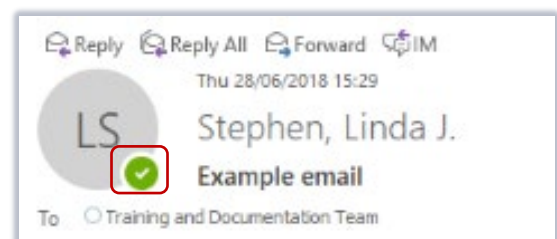


In Outlook 2013 or later, you can then start typing your message **inline** within the Reading pane, or click **Pop Out** to type your message in a new window.



**Note:** You can also click **IM** to start an instant message conversation with the sender, if available. Check the colour of the presence indicator bubble next to the user icon. You can tell from this whether the sender is available for instant messaging. The presence indicators depends on information from sender's calendar and Skype for Business status.

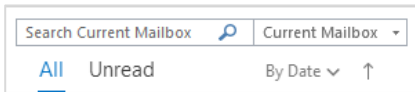
-  Presence unknown or Offline
-  Available
-  Busy
-  Do Not Disturb
-  Away
-  Out of Office



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## Improved message filtering

Click **All** or **Unread** at the top of the message pane to filter messages in the current folder.

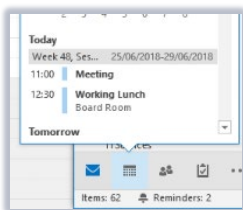


## Calendar

### Calendar preview

You can quickly preview your schedule while you are in Mail view.

Hover your cursor over the **Calendar** menu item at the bottom left of the window. You will see a pop up with your upcoming appointments.



### Weather bar

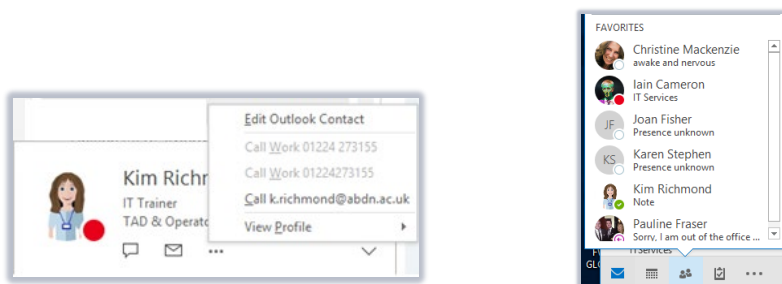
Your **Calendar** offers you a preview of the local forecast in the **Weather Bar** above your calendar.



## People

### Mark 'favorite' contacts

Add frequent contacts to your **Favorites**. This means that when you hover your cursor over the **People** menu item (bottom left of the window), you can select a 'favorite' contact's name and choose to send them an email, or start a phone/video call or instant messenger conversation with them.



Instant Message (via MS Teams Chat)



Email



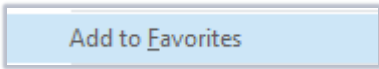
More options including Call (MS Teams)– this can be audio only or include video



See full contact information

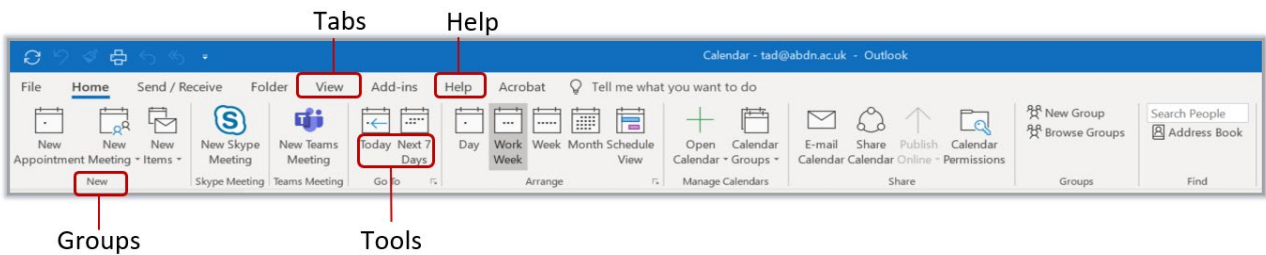
To add a new 'favorite' contact:

1. Right click on the contact's name anywhere in Outlook.
2. Click **Add to Favorites**.



## Other useful features

The **Ribbon** menu is organised into **Tabs** containing related **Groups** of **Tools**. Click at tab to view the options available. You can customise tabs via **File > Options**.



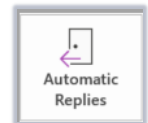
### Show/hide the Ribbon

In Outlook 2013 or later you can click the **display** icon at the top right of the window to change the way you view the Ribbon, eg to always display tabs and commands.



### Looking for the Out of Office Assistant?

The Out of Office Assistant is located within **Office Backstage View**. Click on the **File** tab and then select **Automatic Replies (Out of Office)** to switch automatic replies on or off.



### Looking for Rules and Alerts?

If you use rules and alerts to manage your Mail items, you will find them located within **Office Backstage View**. Click on the **File** tab and then select **Manage Rules & Alerts**.



## Further information and help

Use MyIT to log calls with the IT Service Desk: [Log a support call in MyIT](#).