Quick Start Guide

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

**Quick Access Toolbar**
Keep favorite commands permanently visible.

**Explore the ribbon**
See what Outlook can do by clicking the ribbon tabs and exploring available tools.

**Find whatever you need**
Enter a keyword or phrase to look up Outlook commands, get Help, or search the Web.

**Customize the ribbon display**
Choose whether Outlook should hide ribbon commands after you use them.

**Show or hide the ribbon**
Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

**Read emails faster**
Dock the reading pane on the side or at the bottom to view messages where you want to.

**View connection status**
Outlook continuously displays your folder sync status and server connection status here.

**Navigate your mail folders**
Click a folder to display its contents. To turn this pane on or off, click View > Folder Pane.

**Manage Outlook Groups**
Communicate with teams and share conversations, messages, calendars, and events.

**Display what you need**
Ribbon commands are updated automatically depending on what part of Outlook you’re looking at.
Outlook is more than just email

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