Outlook

**Backstage View**
Click on File to open the Backstage View, add account and change settings.

**Sneak Peek**
See a quick view of your Calendar, People, and Tasks.

**Do more - To-Do Bar**
Displays the date navigator, appointments, people, and your task list.

**Reply from the reading pane**
Reply and Forward directly from the reading pane.

**Navigation Bar**
Mail, Calendar, People, Tasks, Notes, click on More…to see Folders and Shortcuts.

From the Navigation Bar, hover the mouse over Calendar, People, or Tasks for a Sneak Peek without leaving mail.

**Interactive help: Tell Me**
The new Light Bulb icon in the Ribbon with “Tell me what you want to do…” is a lot more than just a replacement of the Help Question Mark icon.
Use Message Preview

The first line of every email is automatically displayed and you can adjust to show more or less.

- From the View tab, within the Arrangement group, click on Message Preview.
- Select the number of lines to preview for each message. Additionally, select Off to turn off the preview.

Weather Bar

Within the Calendar view, the Weather Bar displays a daily forecast for your city in real time. Additionally, you can add up to 5 locations.

- From the Calendar, click on the Weather Bar, from the drop-down menu select Add Location.
- Enter zip code or name of city and click the Search button.
- Select the desired city.

Insert Online Pictures

Within the body of an email message add images from online sources; Office.com and Bing

- Within the body of an email message, from the Insert tab, within the Illustrations group, select Online Pictures.
- Enter search keywords, select an image and click on Insert.