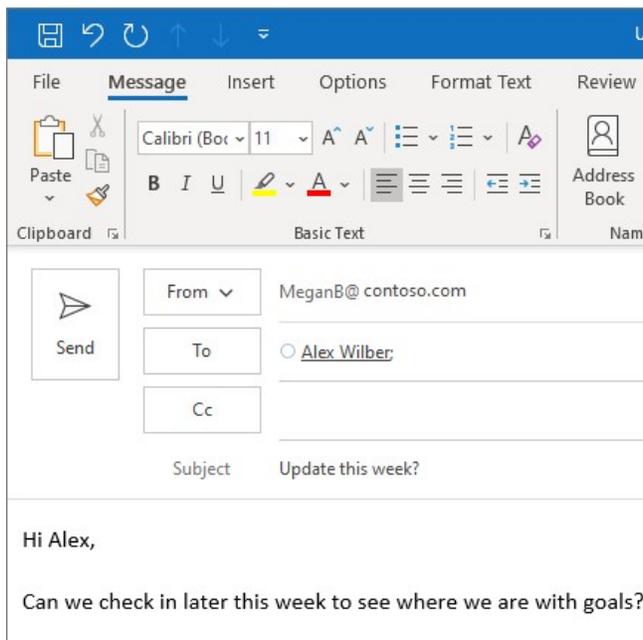


Navigating Outlook

Create and send email in Outlook

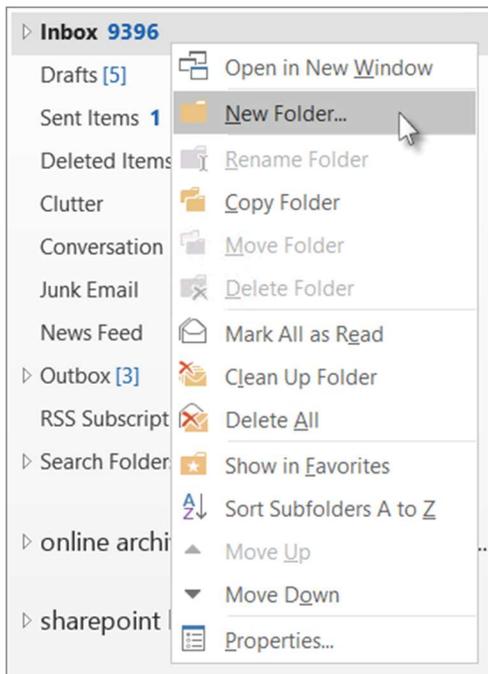
1. Choose **New Email** to start a new message.
2. Enter a name or email address in the **To**, **Cc**, or **Bcc** field.
3. In **Subject**, type the subject of the email message.
4. Place the cursor in the body of the email message, and then start typing.
5. After typing your message, choose **Send**.



Create a folder in Outlook

Folders provide a way to organize email messages, calendars, contacts, and tasks in Outlook. To add a folder to the folder pane, do the following:

1. In the left pane of **Mail**, **Contacts**, **Tasks**, or **Calendar**, right-click where you want to add the folder, and then click **New Folder**.
2. In the **Name** box, enter a name for the folder, and press Enter.

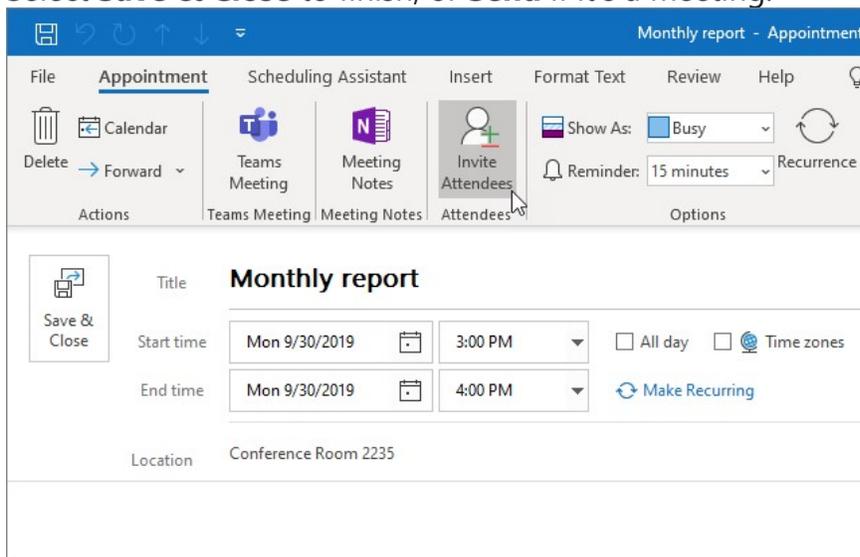


Note: When in **Calendar**, the **New Folder** command is replaced with **New Calendar**.

Manage your calendar and contacts in Outlook

Schedule an appointment

1. In **Calendar**, select **New Appointment**.
2. Add a **Subject**, **Location**, and the start and end times.
3. Select **Invite Attendees** to turn the appointment into a meeting.
4. Select **Save & Close** to finish, or **Send** if it's a meeting.



Add a contact

1. Select the **People** icon.
2. Select **New Contact** or press Ctrl+N.
3. Enter a name and any other information that you want to include for the contact.
4. Select **Save & New** to create another contact, or **Save & Close** if you're done.

The screenshot shows the Microsoft Outlook 'Sara Davis - Contact' window. The ribbon includes 'File', 'Contact', 'Insert', 'Format Text', 'Review', 'Help', and 'Tell me'. The 'Contact' ribbon has sections for 'Actions' (Save & New, Save & Delete, Forward, OneNote), 'Communicate' (Email, Meeting, More), 'Names', 'Options', 'Tags', and 'Zoom'. The contact form fields are: Full Name (Sara Davis), Company (Contoso), Job title (Marketing Director), File as (Davis, Sara), Internet (Email: sarad@contoso.com), Display as (Sara Davis), Web page address, IM address, and Phone numbers (Business...). A preview card on the right shows the contact's name, company, job title, and email address.