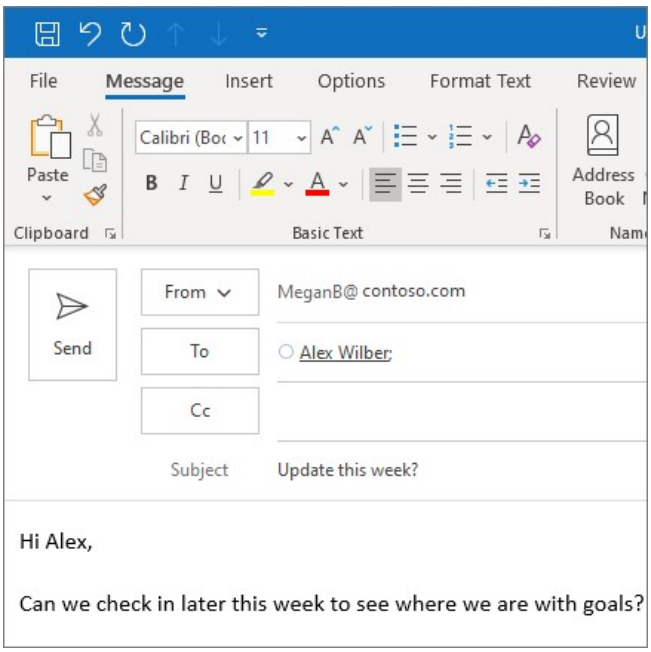
# Navigating Outlook

## Create and send email in Outlook

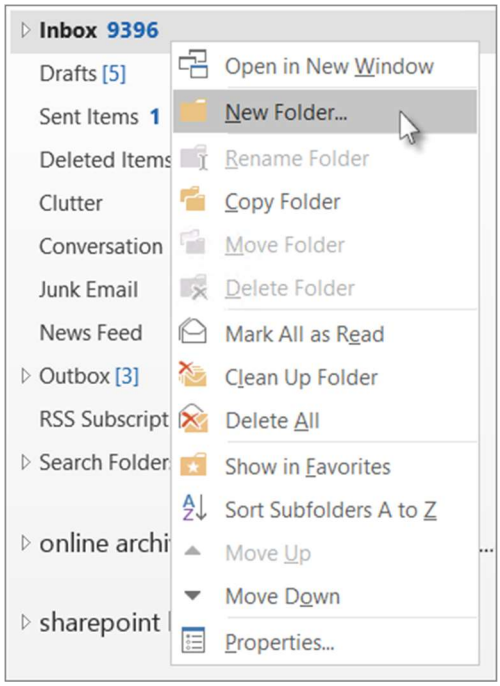
1. Choose **New Email** to start a new message.
2. Enter a name or email address in the **To**, **Cc**, or **Bcc** field.
3. In **Subject**, type the subject of the email message.
4. Place the cursor in the body of the email message, and then start typing.
5. After typing your message, choose **Send**.




## 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.

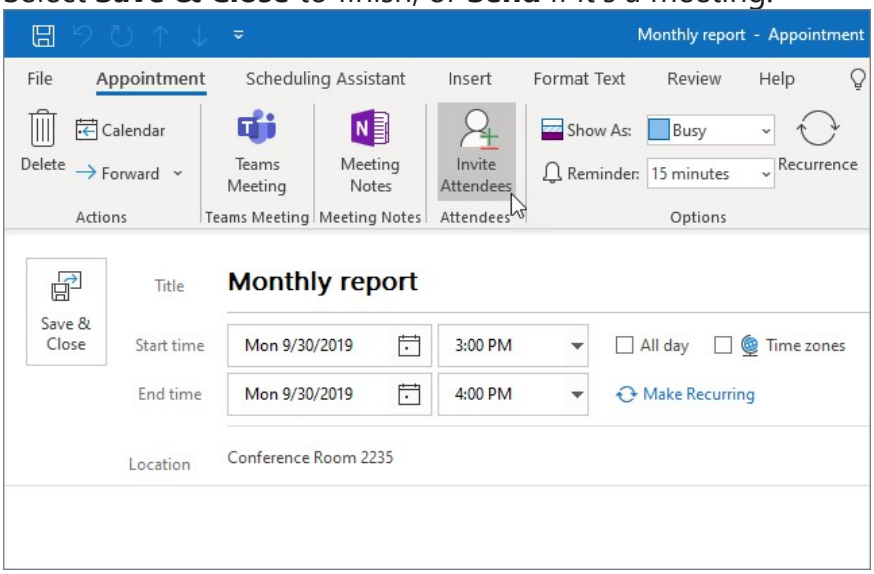


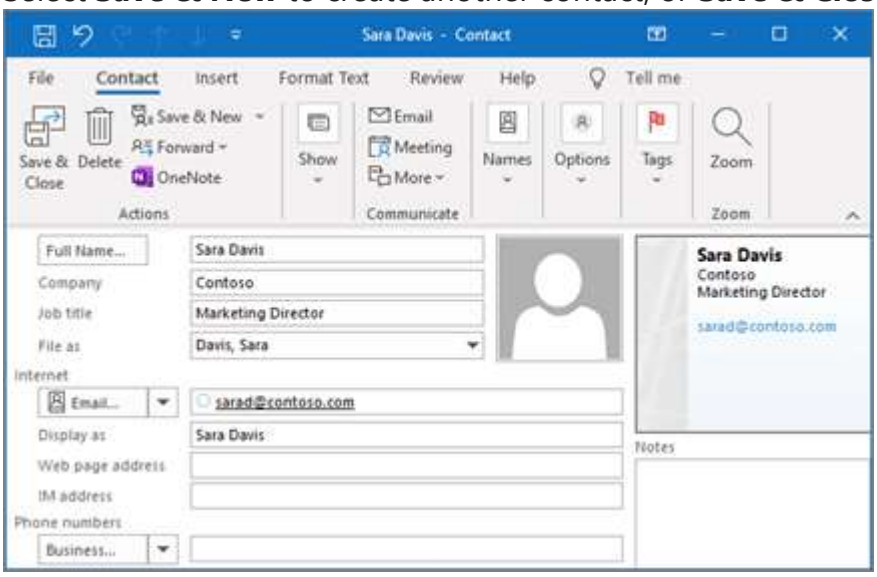

**Note:** When in **Calendar**, the **New Folder** command is replaced with **New Calendar**.

## 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.