

# Outlook 2016

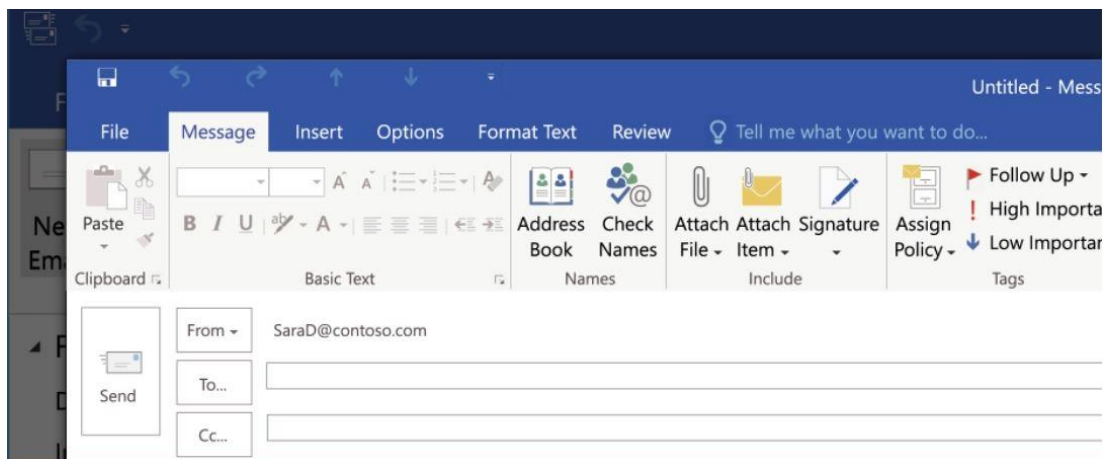
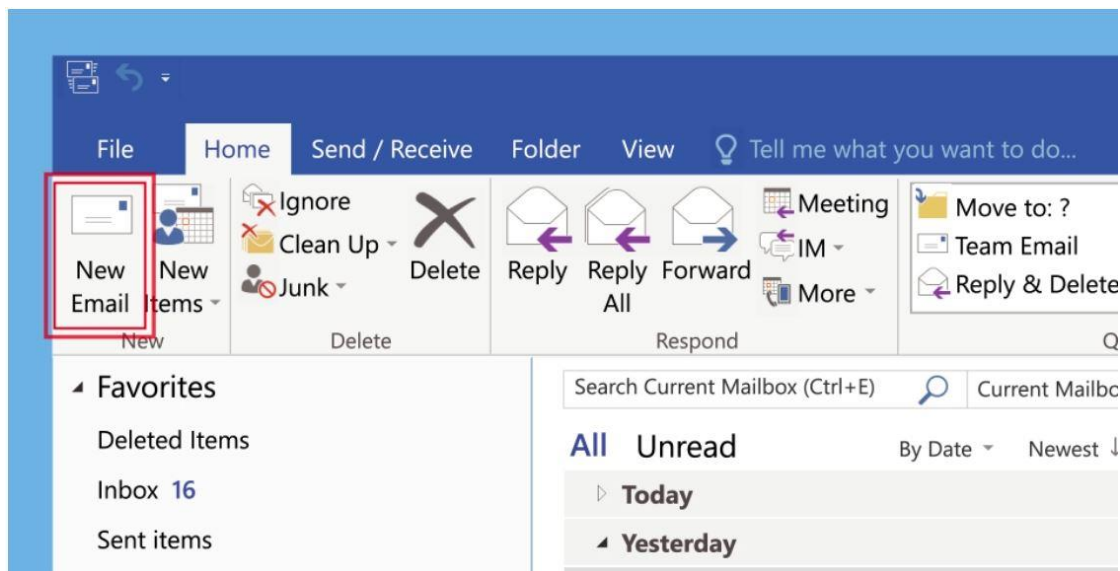
## A. Compose and send email

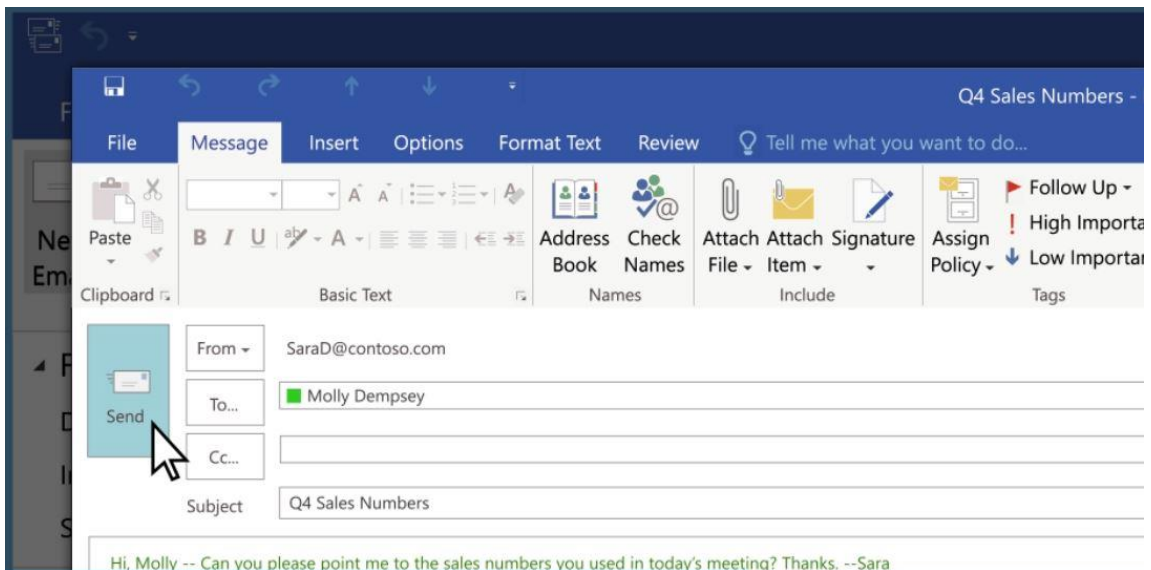
1. Select **New Email**, or press **Ctrl + N**.
2. If multiple email accounts are configured, the From button appears and the account that will send the message shown. To change the account, select **From**.
3. In the **Subject** box, type the subject of the message.
4. Enter the recipients' email addresses or names in the **To**, **Cc**, or **Bcc** box. Separate multiple recipients with a semicolon.
5. To select recipients' names from a list in the **Address Book**, select **To**, **Cc**, or **Bcc**, and then select the names that you want.

*I don't see the Bcc box. How do I turn it on?*

To display the **Bcc** box for this and all future messages, click **Options**, and then in the **Show Fields** group, select **Bcc**.

6. After you finish composing your message, select **Send**.





## **B. Change the font of your email message**

1. On the **Message** tab, in the **Basic Text** group, you can select the font, font size, font style (bold, italic, and underline), font color, and text highlighting.
2. On the **Format** tab, in the **Font** group, you can select the font and font size; increase or decrease the size by one increment; change the font style (bold, italic, underline, strikethrough, subscript, superscript); change the case, the font color, and the text highlighting; and remove all font formatting.
3. On the Mini toolbar that appears when you select text, you can select the font, increase or decrease the size by one increment, select a theme, use the **Format Painter**, select the font style (bold, italic, and underline), and highlight text.
4. On the **Format** tab, in the **Style** group, you can select styles.

**Tip:** Use styles to create professional looking messages.

### **C. Attach a file to an email**

1. Create a message, or for an existing message, select **Reply**, **Reply All**, or **Forward**.
2. Choose the **Insert** tab.
3. To insert a file, choose **Attach File** and select one of the following:
  - **Recent items** - Outlook provides you with a list of the recent files that you saved or worked with. These files might be locally saved, or exist on internal network locations, such as OneDrive, Group Files, and SharePoint.
  - **Browse Web Locations** - This option lets you select files from your OneDrive, SharePoint sites, or Group files that you've accessed before.
  - **Browse This PC** - Takes you to your local computer to choose a file.
4. To attach an email, choose **Outlook Item** then go to the folder where the email is, and select the email. You can also choose to attach the email as text only or as an attachment.
5. To attach an electronic business card to your email, select **Business Card**. You get the option to choose recent ones that you've attached or **Other Business cards**. To insert your calendar, choose **Calendar**, and then select **Date Range**, **Details** and other options as appropriate.
6. Choose **Signature**, if you want to add your signature to the email. To learn how to add a signature to your emails, see [Create an email signature in Outlook](#).

### **D. Reply to email messages**

1. In the **Reading Pane**, select **Reply**, **Reply All**, or **Forward**. If the **Reading Pane** is off or if you've opened the message in its own window, on the **Home** or **Message** tab, select **Reply**, **Reply All**, or **Forward**.
2. Write your message.

**Note:** If you'd like to open your reply in a new window (so you can do things like change the font), select the **Pop Out** button.

3. Recipients can be added or removed in the **To**, **Cc**, and **Bcc** boxes.
  - **Add a recipient** Select **To**, **Cc** or **Bcc**, and then select a recipient. You can also type the recipient's name or email address in the box.
  - **Remove a recipient** Select the name, and then select **Delete**.
4. Select **Send**.

## **E. Search email**

1. From your **Inbox** - or any other email folder – find the **Search** box at the top of your messages.
2. To find a word that you know is in a message, or a message from a particular person, type the word or person's name in the **Search** box. Messages that contain the word or name you specified appear with the search text highlighted in the results.

### **Narrow your search results**

1. In the **Scope** group on the ribbon, choose where you want to search from – **All Mailboxes, Current Mailbox, Current Folder, Subfolder, or All Outlook Items.**
2. In the **Refine** group on the ribbon, choose whether you are searching by who sent you the message or by subject.
3. You can further filter search results by selecting:
  - **Has Attachments** – to find only emails with attachments
  - **Categorized** – to find emails that have been assigned a specific category
  - **This Week** – to search by when the email was received. There are several time periods you can choose from (Today, Yesterday, Last Month, etc.)
  - **Sent To** – to find emails sent to you, not sent directly to you, or sent by another recipient
  - **Flagged** – to find only emails flagged by you
  - **Important** – to find only emails labeled as important

## **F. Create an email signature**

1. On the **Home** tab, select **New Email**.
2. Select the **Message** tab.
3. In the **Include** group, select **Signature**, and then choose **Signatures**.
4. Under **Choose default signature**, in the **E-mail account** list, select an email account to associate with the signature.
5. Under **Select signature to edit**, select **New** and type a name for the signature.
6. Under **Edit signature**, type the signature that you want to use and select **OK**.