



OUTLOOK

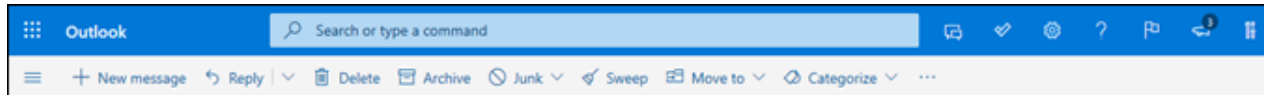
WEB

ACCESS

What's new in Outlook on the web?

What you'll see in Mail

When you sign in to Outlook on the web, you'll go straight to your inbox.



Description Actions


Message Create a new message by selecting **New message**.

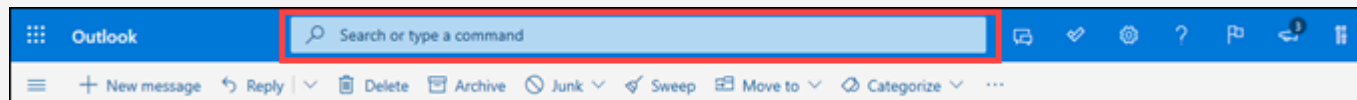
Folders list The list includes the folders in your mailbox. It may include other folders, such as Favorites and Archive folders.

Select **Expand** ▾ to show the folders list, or select **Collapse** ▲ to hide it.

Right-click an existing folder and select **Create new subfolder**.

See [Working with message folders in Outlook on the web](#) to learn more about available folders.

Search box In the **Search** box, type the name or email address of a person or a keyword you want to search for, and press Enter or select .



Message list

Messages in the current folder are listed. There might also be a visual alert that a message is unread, has an attachment, or is flagged.

At the top of the message list, you can choose how you want to view the list.

Select **Filter** and choose from the options **All**, **Unread**, **To me**, **Flagged**, or **Sort by**.

Each message also has a mini toolbar. For each message, you can delete it, mark it as unread, flag the message, or pin it to keep it at the top of your folder.

Reading pane

The message or conversation that you selected appears in the reading pane. Use the command bar above the reading pane to perform common actions such as deleting, archiving, sweeping, moving emails, or categorizing.



Select **More** ... to see additional actions—for example, an option to print a message. If you want to learn about printing, see [Print email messages, attachments, and calendars in Outlook on the web](#).



What you'll see in Calendar

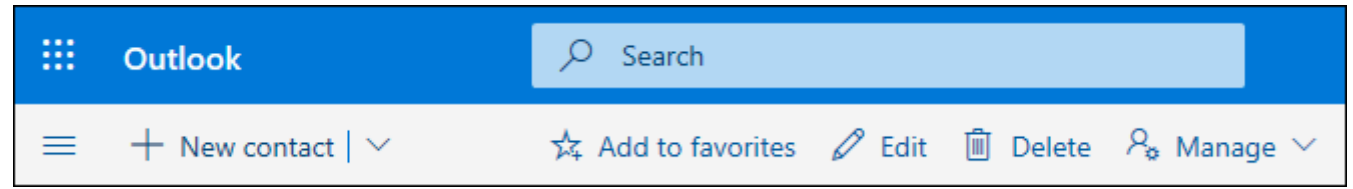
Keep track of appointments, meetings, or any other event from anywhere. Add, edit, or delete events using daily, weekly, or monthly views. For more information about working with calendars in Outlook on the web, go to [Create, modify, or delete a meeting request or appointment in Outlook on the web](#).

Description	Actions
New event	Create a new event by selecting New event . Then, fill in information about the event.
Your calendars	<p>Under Calendars, My calendar is the default selection and displays the calendar in Month view. You can move forward or backward through calendar months using the arrows above the calendar.</p> <p>You can add other calendars, for example a holiday calendar, by selecting Discover calendars in the left pane. After you add a new calendar, you can choose whether to display it by selecting or clearing the calendar option.</p> <p>If you decide you don't want the calendar you created, right-click the calendar and select Remove > Delete.</p>
Other calendars	You can view more than one calendar at a time, add other calendars and select which to display, and create new calendars.
View options	Choose your calendar view: Day , Work week , Week , or Month . To return to today's date, select Today on the left side of the command bar above the calendar.
Calendar pane	Select a specific day in the calendar, and any appointment or event scheduled for that day is listed in this area. You also can select a day or time slot and create a new appointment or event.

What you'll see in People

Use the People page to find, view, create, and edit contacts and contact lists. To learn more about managing contacts in Outlook on the web, go to [Using contacts \(People\) in Outlook on the web](#).

Description	Actions
Search box	Start typing in the search box to find a contact or contact list.
Toolbar	 A screenshot of the Outlook People toolbar. The top bar is blue with the Outlook logo and a search box. Below it is a white bar with icons for 'New contact', 'Add to favorites', 'Edit', 'Delete', and 'Manage'.



Create a new contact by selecting **New contact**.

Create a new contact list by selecting the arrow next to **New contact** and then **New contact list**.

Add a contact to your Favorites by selecting a contact in the list, and then selecting **Add to favorites**. When you add someone as a favorite in **People**, they'll also show up under **Favorites** in **Mail**, and the other way around, provided that the contact has an email address.

To import contacts from other email services, export contacts, or clean up duplicate contacts, select an option from the **Manage** menu.

My contacts in the left pane

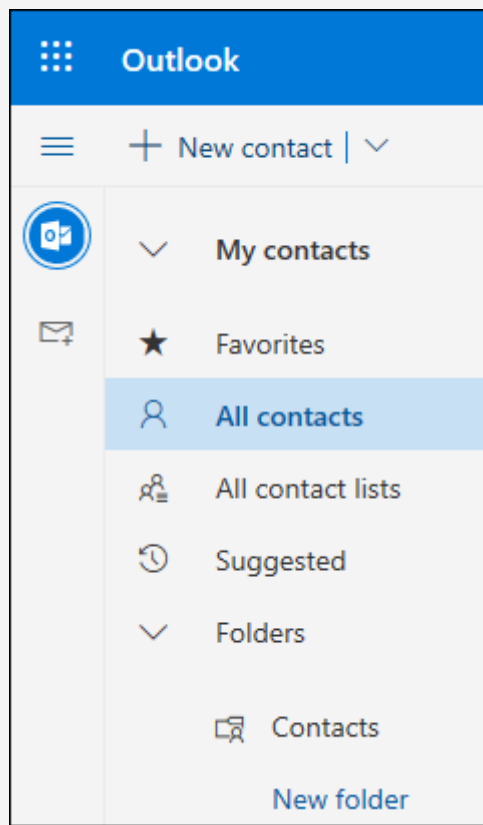
Favorites: Shows contacts you've added as favorites, either in People or in Mail.

All contacts: Shows your contacts from all folders.

All contact lists: Shows your contact lists from all folders.

Suggested: Suggested contacts, based on messages you've sent or received from addresses not in your contacts.

Contacts under **Folders:** This is the default folder for contacts *and* contact lists. Select **New folder** to create more folders.



Contacts or
Contacts
lists

Shows contacts or contact lists depending on what you selected in the left pane. Select a contact or contact list to view details in the contact card on the right. You can also select multiple contacts—for example, to send an email to the selected contacts.

For contacts, you can select **Filter** in the upper right to select what to display in the list and how to sort.

Contact
card

See or edit information about the contact or contact list.

Contact someone directly by selecting **Start chat** or **Send email**.



What you'll see in the new Tasks

Use Tasks to create, manage, and track things you want to get done. You can learn more about the new and classic tasks in Outlook on the web by going to [Use Tasks in Outlook on the web](#).

Description	Actions
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Task lists	Tasks includes four default lists, plus any other task lists that you create.
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Task list contents	See and manage the tasks in the selected list from this window. This is also where you can create new tasks. Right-click a task for a list of options, or select a task to see and manage its details.
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Task details pane	After you've selected a task, you can use the details pane to do things like add more information, add steps, or mark as important.
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