

# Outlook 2013 Tip sheet

## Inbox

### Make it yours

Customize Outlook. Choose different color schemes and different backgrounds, and synchronize them with your other computers.

### Search

You can search a folder, subfolders, even other mailboxes.

### Manage message tasks in the Message List

Categorize, Flag, or Delete messages right where they live—in the Message List.

### Backstage view

Click the File tab to open the Backstage view, where you add account and change settings.

### Reply from the reading pane

Reply and Forward right from the reading pane. Write a reply in the reading pane, too.

### Peek

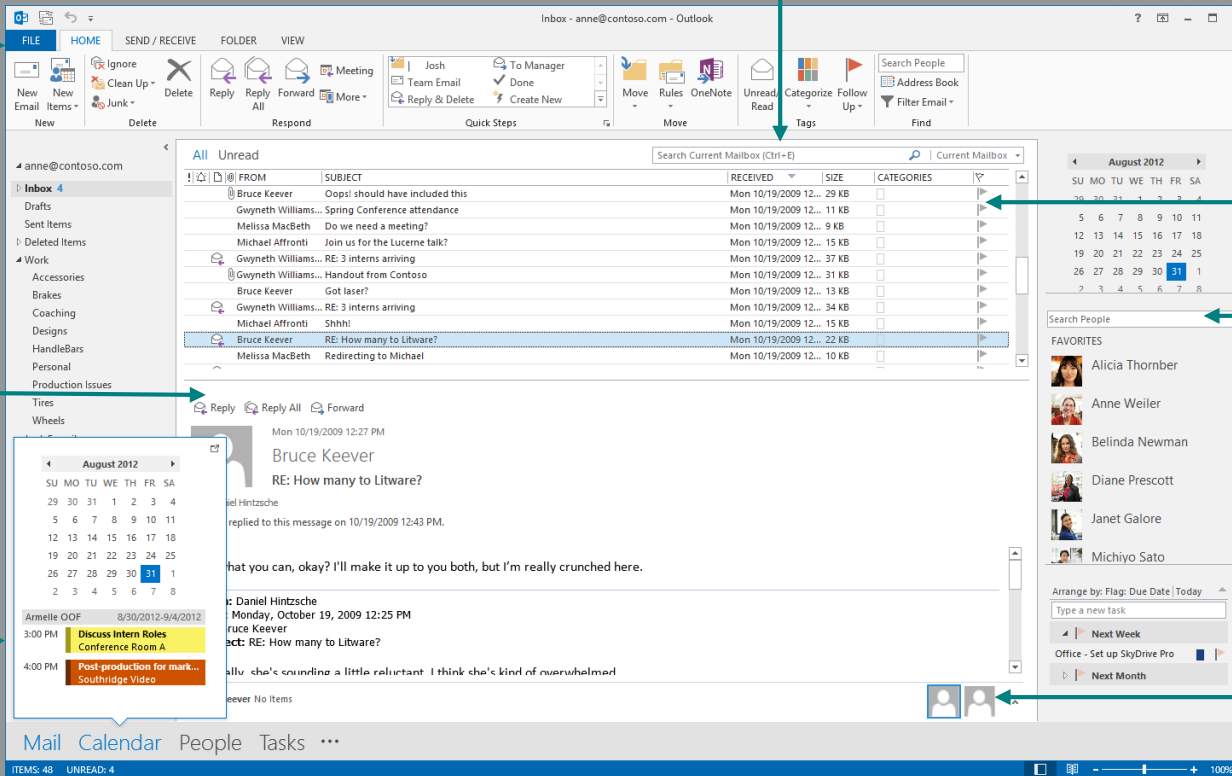
See a quick view of your Calendar, People, and Tasks. Even see upcoming appointments.

### Do more in the To-Do Bar

The To-Do Bar displays the date navigator, your appointments, people, and your task list.

### People pane

See details about everyone in the To, From, or Cc lines for each message.



# Things you might be looking for

Use the list below to find some of the more common tools and commands in Outlook 2013.

To...	Click...	And then look in the...
Apply stationery or backgrounds to a message	<b>File</b>	Click <b>File &gt; Options &gt; Mail &gt; Stationery and Fonts</b> . On the <b>Personal Stationery</b> tab, click <b>Theme</b> .
Send automatic replies when you're out of the office	<b>File</b>	Under <b>Account Information</b> , click <b>Automatic Replies &gt; Send automatic replies</b> , and then choose your options (this feature requires a Microsoft Exchange Server account).
Insert a picture or clip art	<b>Insert</b>	From a new mail message, click <b>Illustrations</b> , and then click one of the following: <b>Pictures, Online Picture, Shapes, Smart Art, Chart, or Screenshot</b> .
Manage email messages by assigning rules	<b>Home</b>	In Mail view, click <b>Move &gt; Rules</b> .
Insert a symbol or special character	<b>Insert</b>	From a new mail message, click <b>Symbols &gt; Symbol</b> .
Add holidays to your calendar	<b>File</b>	Click <b>Options &gt; Calendar</b> . Under <b>Calendar options</b> , click <b>Add Holidays</b> .
Share a calendar	<b>Home</b>	From the <b>Calendar</b> view, in the <b>Share</b> group, click <b>E-mail Calendar &gt; Share Calendar</b> (this feature requires a Microsoft Exchange Server account), or <b>Publish Online</b> .

# Outlook 2013 has updated how you manage your time, your people, and your tasks.

**Schedule a Skype for Business/Lync Meeting**  
Meet face-to-face or save yourself a trip by meeting online with Skype for Business or Lync.

**Plan for the weather**  
Glance at the forecast for your city and up to four others. When you plan an out-of-town meeting, you'll know what to pack.

The screenshot displays the Outlook 2013 calendar interface. The ribbon at the top includes options for 'New Appointment Meeting', 'New Meeting', and 'New Skype Meeting'. The calendar view shows a weekly layout for March 14-18, 2016. A detailed view of an appointment titled 'Excel Module 4' is shown on Thursday, March 17th, with details such as start/end times (10:00-12:00), organizer (Faria Ahmed), location (Mollie Clay room - 3rd floor Paul Hamlyn Library), and a 15-minute reminder. The weather forecast for Washington, D.C. is shown as 73°F/57°F today and 75°F/62°F tomorrow. The left sidebar shows 'My Calendars' and 'Team: Mohammed Ahmed' with various calendar sources listed.

**View other people's calendars**  
Quickly see the best times to schedule a meeting with others.

**Peek**  
Mouse over a meeting or an appointment to see its details.