

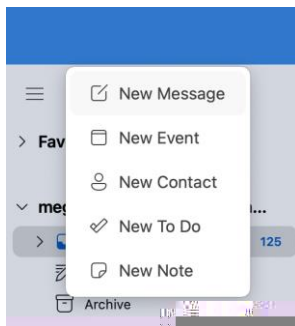
Select a folder to display its contents quickly and conveniently.

The new Outlook for Mac

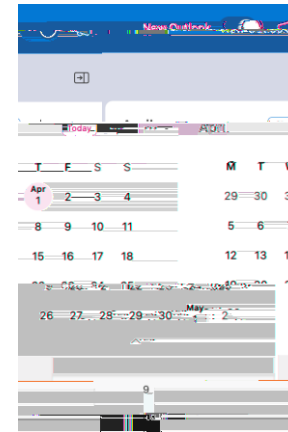
You can use Outlook as soon as you enter your account info. On the ribbon, select the **Account** tab, and then select **Account Information**. Sign in with your preferred email address, or use the account information provided by your organization or school.



In **Compose** view, on the **Home** tab, select **New** to compose a new email message, or select **New** > **Event** and choose the type of item you want to create.

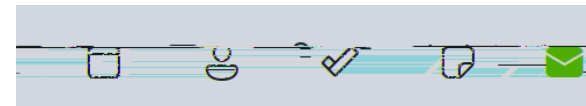


View your upcoming events by selecting a specific day on the calendar which will show them below. Set your preferences (...) to select specific calendars to show.



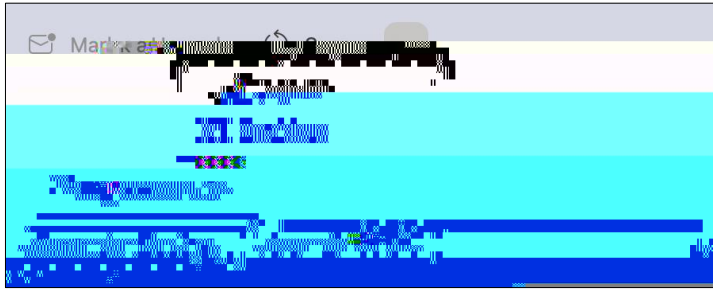
There's much more to Outlook than email. At the bottom of the app window, you can easily switch between the **Home**, **Send**, **Share**, and **View** views to manage all aspects of your busy life.

Commands on the ribbon switch to match the view you've selected, as will the information shown on the Outlook status bar at the bottom of the app window.



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Choose commands to display in the Toolbar. In the Toolbar, select the icon, then



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On the menu bar, select [Help](#) to search for the Outlook features and commands that you need help with, or select [Help](#) to browse through popular content. To let us know if the information we've provided has been useful to you, use the feedback form at the bottom of each of our Help articles.

