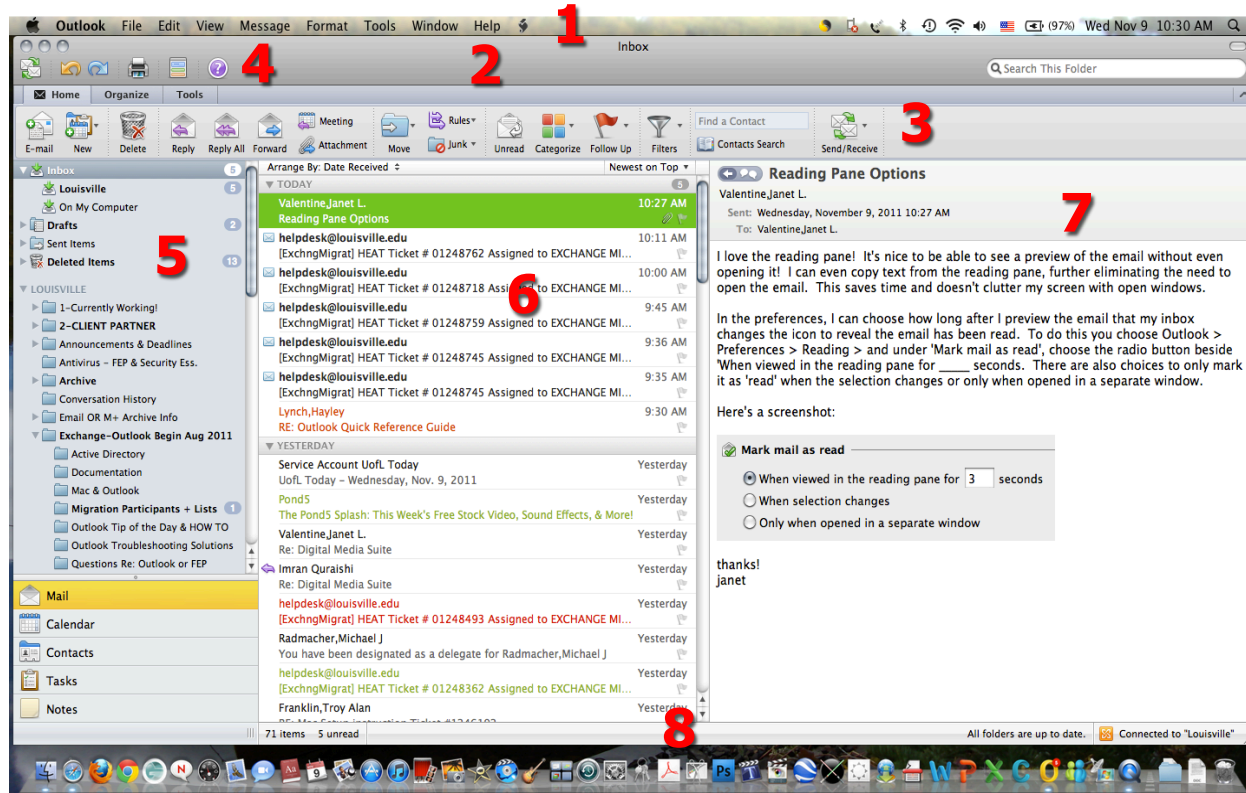


# Outlook 2011 for Mac

## Basic Interface



### 1. Menu Bar

The left side of the Menu Bar contains functions and commands for Outlook. This is also where you will find the account settings and personal preferences, such as signature, compose and read options, notification alerts and sounds, fonts, etc. The right side of the Menu Bar is specific to other Mac features.

### 2. Toolbar

The toolbar is customizable and contains icons for the Help menu, Print, Redo and Undo. It has options to search, minimize, maximize and close the window.

### 3. Ribbon

Each ribbon contains three tabs (Home, Organize and Tools) with separate commands and functions for Mail, Calendar, Contacts, Tasks and Notes. A Search tab also appears when you activate the Spotlight (search) on the toolbar. Examples of the commands for the Home tab of the Mail ribbon are on the next page.

### 4. Help Icon



Use this button to access the Outlook Help menu and type in a keyword to find information and instructions on performing tasks.

### 5. Navigation Pane

The navigation controls are located in this pane. It allows you to switch between Mail, Calendar, Contacts, Tasks and Notes and is where you will access your Inbox, Sent Items, Personal Folders and shared items, such as calendars and folders.

### 6. Inbox

This is where all incoming email will appear (when you have the Inbox in the left navigation pane highlighted). If a folder is active, the items within it will be displayed.

### 7. Reading Pane

View a preview of the selected email here, eliminating the need to open it.

### 8. Status Bar

The left side of this bar displays the item count and unread messages for the Inbox or selected folder. The right side of the status bar gives you the connection status and folder sync ('All folders are up to date') with Exchange.

## Navigation Pane

The Navigation Pane allows you to switch between views in Outlook (Mail, Calendar, Contacts, Tasks and Notes). Depending on which view is chosen, you can quickly navigate between the contents of the Inbox, between personal and shared folders while in Mail, specific dates and shared calendars from Calendar view, and personal address books listed under Contacts. The following screenshots show an example of the Navigation Pane while in the Mail view.

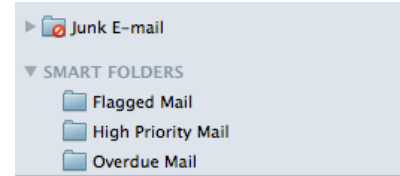
Top:

**Inbox**  
**Drafts** (work in progress)  
**Sent Items**  
**Deleted Items** (trash)



Lower Middle:

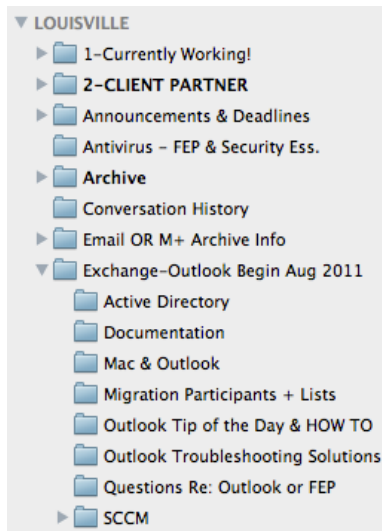
**Junk E-mail**  
**Smart Folders**  
 (create folders for saved searches)



Middle:

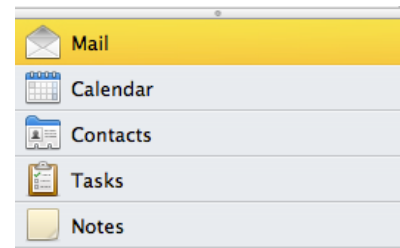
**Personal Folders**

(Shared folders will appear below the personal folder list, under the owner's name.)



Bottom:

**Outlook Views**



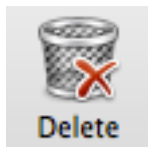
## Mail – Home Ribbon



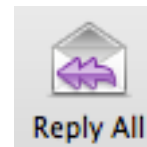
**Create a new email**



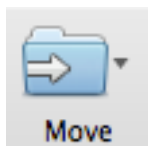
**Reply to the sender**  
 (Tip: To include only a portion of the email, highlight it first, and then choose Reply.)



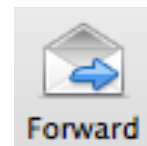
**Delete mail messages**  
 (Deletes meetings or appointments in Calendar view, and contacts in Contacts view. Tip: Use the Delete key as a shortcut.)



**Reply to sender and all recipients**



**Move mail items between folders**  
 (Tip: You can also click, hold and drag items to other folders.)



**Forward email**