

What's new in Outlook 2013?

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The first thing you see when you open Outlook® 2013 is a new look. It is cleaner, but it is also designed to help you focus on what is important with a clear view of email, calendars, and contacts.

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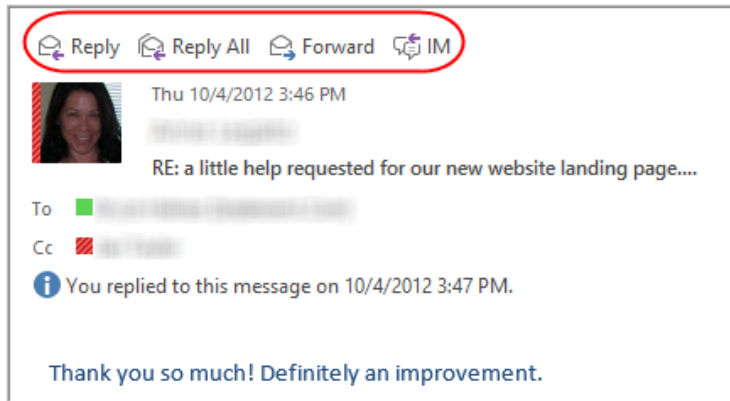
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Communicate

Outlook 2013 makes it easier than ever to communicate quickly, with message previews, inline replies, and new buttons in the message list.

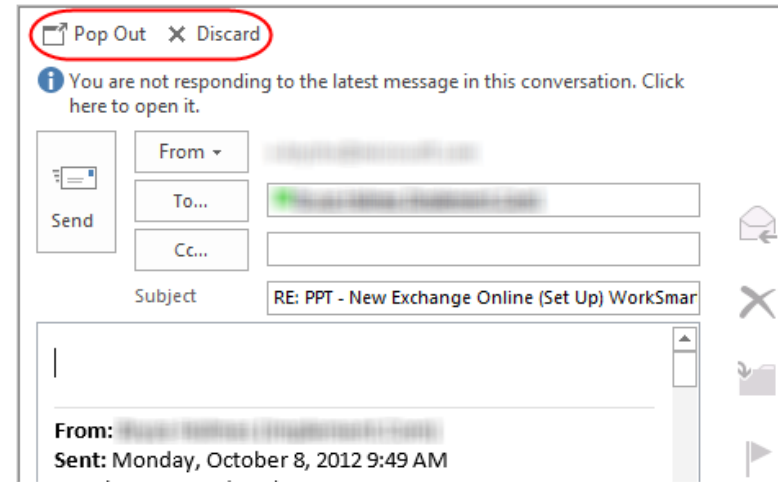
Respond faster with inline replies

You can respond to email faster with the new inline reply. Just tap or click a button in the Reading Pane to reply to email, or start a Lync® IM conversation for a real-time chat.



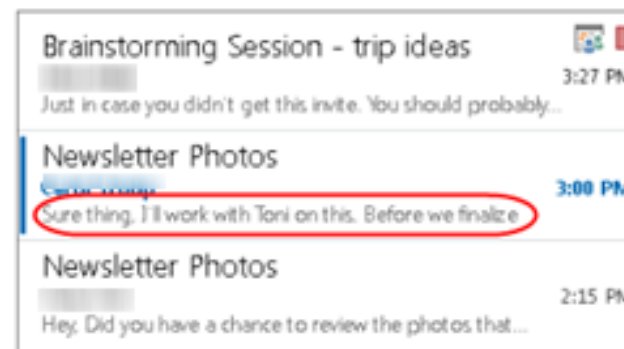
NOTE If you are using your computer or other device in Touch Mode, the Reply and other buttons appear to the right of the Reading Pane. For more information on Touch Mode, see the “Touch” section later in this guide.

If you reply to a message from the Reading Pane, but decide you want a full window to type your message, just tap or click **Pop Out** at the top of the message. To discard a message you start from the Reading Pane, tap or click **Discard**.



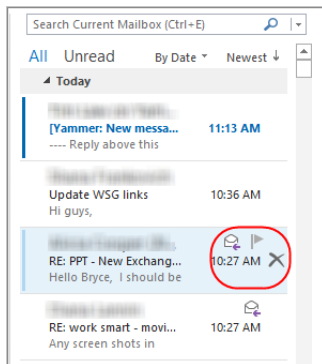
Preview messages before opening them

In Outlook 2013, you can preview the first line of a message in the message list before you open it.

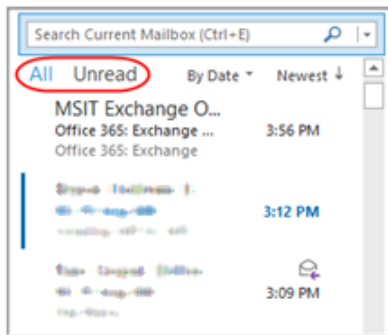


Use commands in the message list for quick action

You can quickly flag or delete messages with handy commands in the message list.



You can also use the **All** and **Unread** buttons in the message list to focus on just the messages you want to see.



Subject Line Spell Check

Outlook 2013 helps add polish to your messages by spellchecking your subject lines for you.

Policy Tips

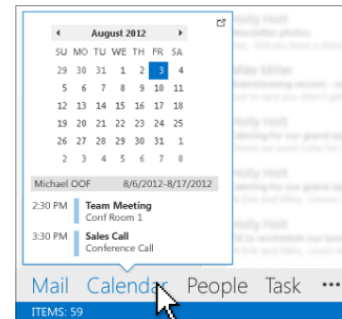
The new Outlook reminds you about company information policies before you make a mistake. Policy Tips notifies you when there is information in your email that might be tied to a company policy so you can make informed decisions about what you are sending.

Manage

With Outlook 2013, you can take control of your email, contacts, and schedule with tools that help you organize your life.

Sneak a peek

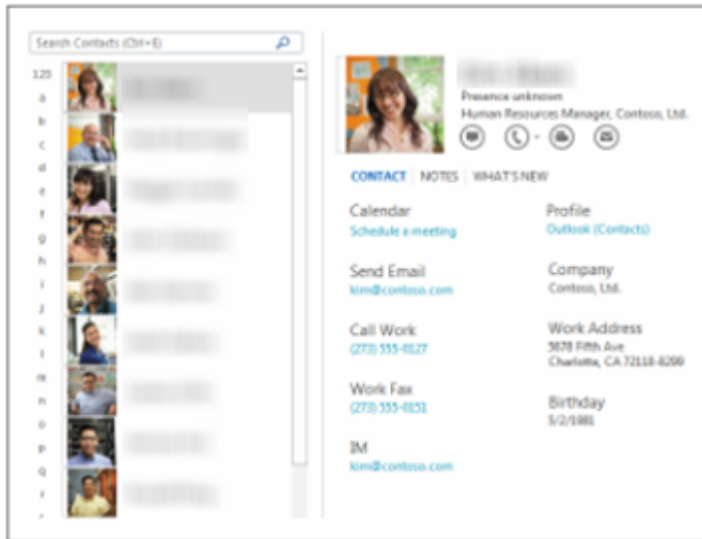
You can hover your pointer over many things in Outlook 2013 to take a peek—for example, your schedule, a specific appointment, task list, or details about the person you are emailing—without changing to a different screen or losing context.



NOTE To pin the Calendar, People, or Task look to the right edge of the Outlook window, and right-click Calendar, People, or Task in the Navigation Bar, and then tap or click Pin.

See all your contact details in one place

The People Card collects all the details about a contact in one place. This includes phone, email, address, company info, social media updates, and availability. From the People Card, you can schedule a meeting, send an instant message, or place a call, making it a one-stop-shop for communications.

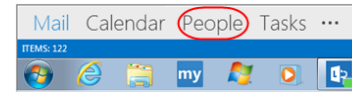


Connect to a social network

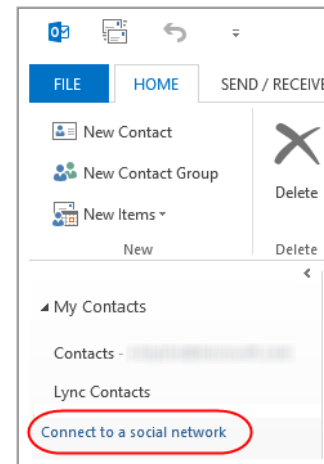
You can connect to social networks like Facebook or LinkedIn. When you connect to a social network, updates are included right in the People Card so you have the right context to start, add to, or change a conversation.

To connect to a social network:

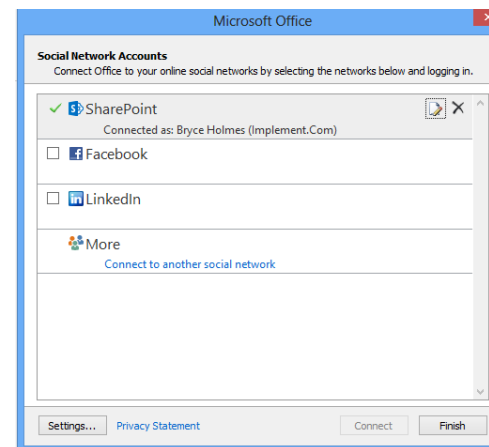
1. Tap or click **People** in the Navigation Bar.



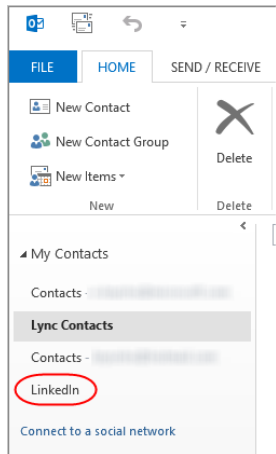
2. Under **My Contacts**, tap or click **Connect to a social network**.



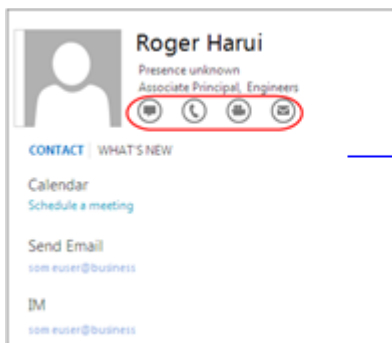
3. In the **Social Network Accounts** screen, select an account. If you do not see the social network you are looking for, under **More**, tap or click **Connect to another social network**.



4. Enter a user name and password.
5. Tap or click **Connect**.
6. If Outlook is able to successfully connect the account, tap or click **Finish**.
7. To see your social network contacts, under **My Contacts**, tap or click the name of the social network.



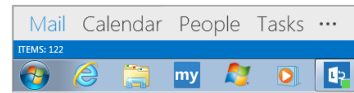
Your contacts are listed in the middle section of the People Card. When you tap or click a contact, the contact's card appears on the right side of the screen. You can use the card to send an IM, place a call, send email, and so on.



Social network contact card

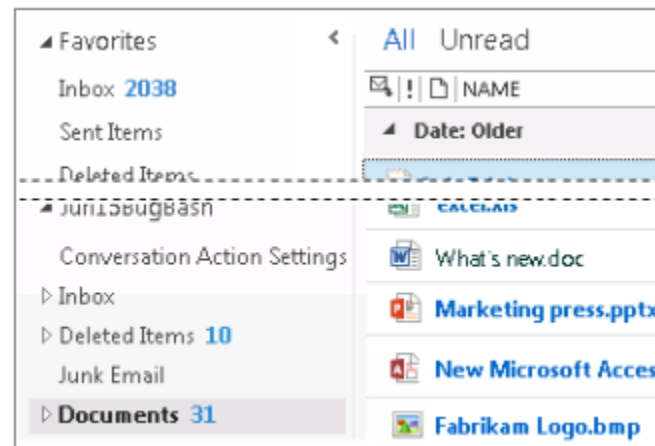
Quickly switch between the main Outlook elements

The Navigation Bar (formerly called the “Navigation Pane”) has been moved to the bottom of the screen so it takes up less space. It is still the place to go to get quick access to your email, calendar, contacts, and tasks.



Store all your project docs and email in Site Mailboxes

You can configure Site Mailboxes in SharePoint, and then send invitations to users in Outlook 2013 to give everyone on your team access to a team folder, calendar, and task list to manage on the go.

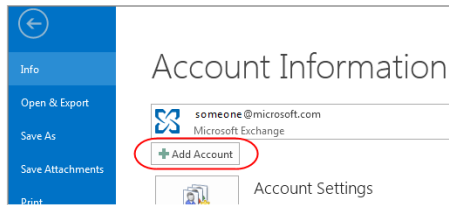


Connect to Outlook.com without add-ins

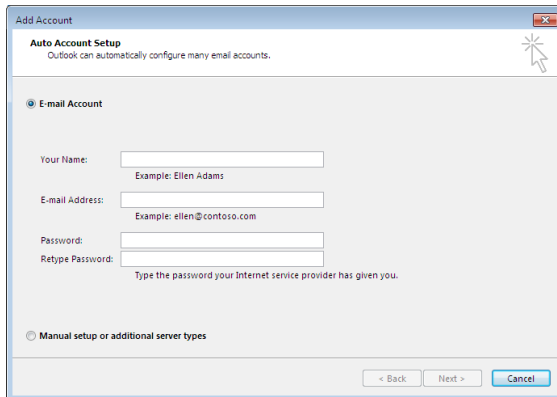
Outlook 2013 includes built-in support for Exchange ActiveSync®, which means you do not need a connector add-in to connect to Outlook.com. You can also sync Outlook.com Tasks with Outlook.

Add an Outlook.com account

1. Tap or click **File**, and then under **Account Information**, tap or click **Add Account**.



2. In the **Add Account** dialog box, fill out the fields for the account that you want to add, and then tap or click **Next**.



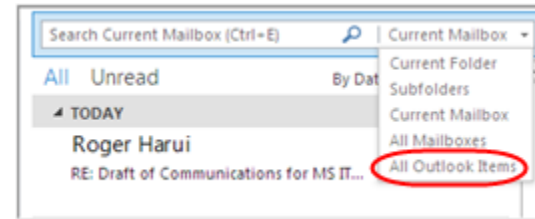
Outlook searches for your mail server settings.

3. Tap or click **Finish**.

After your Outlook.com account is added, you can access your Outlook.com email under your Outlook (Exchange) account.

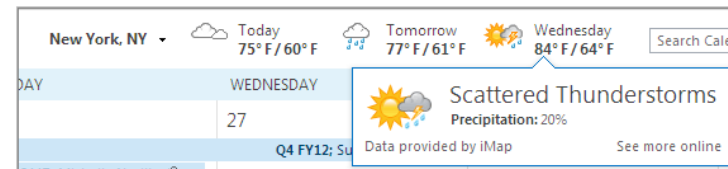
Find

With Outlook 2013, you can find the important information that you need so you can make decisions fast. When you are searching for email messages, you can quickly change the search scope depending on how broadly you want to focus your search.



View the weather report from your calendar

To help plan your day or your next trip, review the weather report while you ponder your calendar. Outlook displays a three-day forecast for a selected city at the top of the Calendar view.

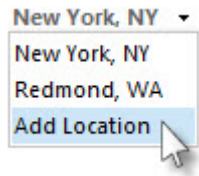



Add a city

You can add your favorite cities to the Weather Bar, and then quickly switch to the three-day forecast for up to five cities.

To add a city:

1. Tap or click the down arrow next to the location name, and then tap or click Add Location.



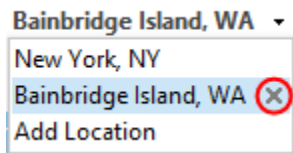
2. In the search box, type a city, and then tap or click  or press ENTER.
You can also enter a zip or postal code.

Change a city

1. Tap or click the down arrow next to the Weather Bar city.
2. Tap or click the city you want.

Delete a city

1. Tap or click the down arrow next to the Weather Bar city name.
2. Hover over the city you want to remove, and then tap or click the X.



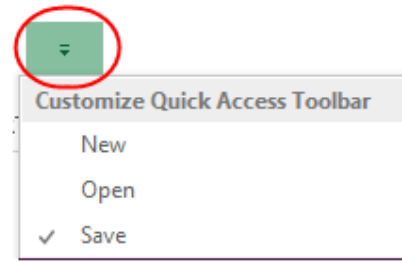
Touch

Outlook 2013 includes touch support for touch-enabled Windows 8 and Windows 7 computers and devices so you can be productive with or without a mouse and keyboard. The new Outlook interface has also been laid out differently in places to optimize touch.

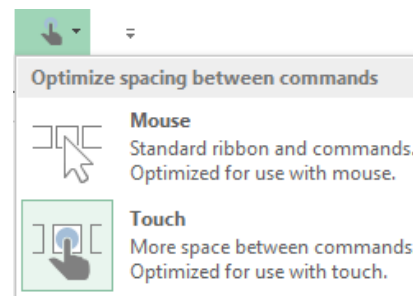
If you want to enlarge the space between buttons on the ribbon to make it easier to select options with your fingers, you can use the new **Touch/Mouse Mode** button. You can add the **Touch/Mouse Mode** button to the Quick Access Toolbar so that you can switch back and forth between Touch and Mouse modes.

Add the Touch/Mouse Mode button to the Quick Access Toolbar

1. Click the down arrow on the Quick Access Toolbar.



2. Tap or click **Touch/Mouse Mode** to add the button to the Quick Access Toolbar.
3. Tap or click the **Touch/Mouse Mode** button on the Quick Access Toolbar, and then select the mode you want.



For more information

Microsoft IT Showcase

<http://microsoft.com/microsoft-IT>

What's new in Outlook 2013?

<http://office.microsoft.com/en-us/outlook-help/what-s-new-in-outlook-2013-HA102606408.aspx?CTT=1>

Outlook 2013 Quick Start Guide

<http://office.microsoft.com/en-us/support/outlook-2013-quick-start-guide-HA103673692.aspx?CTT=1>

Set up email in Outlook 2010 or Outlook 2013

<http://office.microsoft.com/en-us/support/set-up-email-in-outlook-2010-or-outlook-2013-HA102823161.aspx?CTT=1>

Basic Tasks in Outlook 2013

<http://office.microsoft.com/en-us/outlook-help/basic-tasks-in-outlook-2013-HA102835390.aspx?CTT=1>

Keyboard shortcuts for Microsoft Outlook 2013

<http://office.microsoft.com/en-us/outlook-help/keyboard-shortcuts-for-microsoft-outlook-2013-HA102606407.aspx?CTT=1>

Make the Switch to Outlook 2013

<http://office.microsoft.com/en-us/outlook-help/make-the-switch-to-outlook-2013-RZ102925020.aspx?CTT=1>