Organize your email, manage your calendar and meetings, share files, and stay connected with Microsoft Outlook. Outlook is available in a desktop app, a web-based app, and on mobile devices.

## Outlook on the web and mobile devices

Take Outlook wherever you are with Outlook on the web or your mobile device.

#### Outlook for the web

Log into **Office.com** (with your work credentials) or install the Outlook app.



Outlook for the web

#### Outlook on mobile devices

Download and install the Outlook mobile app to have easy access to your email, calendar, contacts, and more.



Outlook mobile app on Android and iOS

### Use @ mentions to get someone's attention

- 1. In the body of the email message or calendar invite, enter the **@** symbol and the first few letters of the contact's first or last name.
- 2. When Outlook offers you one or more suggestions, choose the contact you want to mention.

By default, their full name is included. You can delete a portion of the mention, for example, everything other than the person's first name.

3. The mentioned contact is added to the **To** line of the email or the meeting invite.

$\triangleright$	From 🗸	Stephen_Milazzo@URMC.Rocheste
Send	То	Stephen Milazzo; Goulet, Jamie;
	Cc	
	Subject	Example Email
@Milazzo, St	ephen where	are we with the draft?

# Attach files without searching

Need to attach a picture or a document? Outlook saves you time by keeping a list of your recently used files. Select the Attach File button while composing a new message or meeting invitation, and then select the file you want to attach.



#### Set up an Outlook contact group

You can use a Contact Group to effectively communicate and collaborate with members of a team. Think of it as a personal distribution list.

To create a Contact Group, click the **People** icon and **New Contact Group**.



When you **Add Members**, change the **Address Book** to the **Global Address List** to see all members.

File Contact Group	Insert Format 1	ext Review			
Close Group Group ~	Members Notes	Add Remove Up Members ~ Member N	low	Categorize Follow Private	Zoom Immersive Reader
Actions	Show	embers	Communicate	Tags	Zoom Immersive
NameSelect Members: Global Address List					
		Search:  All columns  Name only Address Book:			
				→ × Global Address List	- Stephen Milazzo@UI 🗸 Advan
		Name		Title Bu	usiness Phone Location
			d-4b16-4e2c-92af-24e99		

Once your Contact Group is created, you can quickly email your group by typing in the group's name in the To field (it will autocomplete as you type.)



## Find whatever you need

Type a keyword or phrase into the Search box on the ribbon to quickly find the Outlook features and actions you're looking for, plus all your emails, contacts, and meetings.

Current Mailbox 🗸	𝒫 Jamie Goulet	> ∃	÷
eive Folder View	Suggested Searches		
R Sent To	♀ jamie goulet		
Categorized 🛆 Unread	Goulet, Jamie from:"Jamie_Goulet@URMC.Rochester.edu"	R=	]
Refine <	Goulet, Jamie (pam) from:"Jamie_Goulet_pam@URMC.Rochester.edu"	<u>R</u> =	]
	Potential Matches		
IC.Rochester.edu	Hey Jamie - What would you change in this email? Thanks! Goulet, Jamie	1 hour ago	,
[30]	Update Your Mobile Device for March 15 Security Change Goulet, Jamie	3/9/2023	3
[9]	Use of Bookings or Calendly /365 Goulet, Jamie	3/2/2023	3
	ActiveSync and InTune for SON Goulet, Jamie	3/1/2023	3
	Intune FAQ.docx Sent by Goulet, Jamie On 3/24/2023	Q	Ь
	ISDAII_Remaining_Exception_Users_3_7_23v3.xlsx Sent by Goulet, Jamie On 3/21/2023	ß	Þ

## Utilize the Online Archive

Online Archive (or In-Place Archive for webmail) is a Microsoft 365 feature that offers a place to store email to make room in your Inbox or to file older messages you don't need to readily access. The Online Archive stores mail in a separate cloud mailbox instead of on your computer (.pst file.)

Learn more about Outlook Online Archive from our tutorial site, <u>HERE</u>.

	<	
Drag Your Favorite Folders Here		
✓Stephen_Milazzo@URMC.Roch	nester.edu	
> Inbox	2	
Drafts	[30]	
Sent Items		
Deleted Items	92	
Archive	3	
> Conversation History		
Junk Email	[9]	
> Lost & Found		
Outbox		
RSS Subscriptions		
> Search Folders		
> Groups		
>Online Archive - Stephen_Milazzo@UR		

## **Additional Resources**

Find more information on Microsoft Outlook including helpful tips and tricks using the links below:

 <u>MyPath</u> Microsoft Office 2021 training module. This module contains interactive eLearning to help with basic and intermediate Outlook functionality.

	A Vicrosoft Office 2021 Online Training
Microsoft Office 2021 Online Training	Microsoft Office 2021 Online Training
INTRODUCTION (REQUIRED)	Training Modules » Outlook Completed : 0 Min Required : 1 Total Items : 2
O TRAINING MODULES ✓	
Excel	Outlook 2021: Basic       Launch         Status : In Progress Due : No Due Date       Learn the Outlook 2021 basics: Navigate your inbox; format emails; schedule         meetings; share your calendar; create contact groups; and more.       Launch
OneNote	modungs, share your calendar, create contact groups, and more.
Outlook	Outlook 2021: Intermediate         Activate           Status : Not Activated         Due : No Due Date         Training Hours : 1 hrs 15 min Advance your Outlook 2021 skills. Create rules and search folders: gain speed with Quick Parts: recall, redirect and archive emails; and more.         Activate
PowerPoint	with Guick Faits, recail, redirect and archive emails, difu filore.

 <u>Microsoft's Outlook training website</u> – contains articles and short videos (Windows, MacOS, Android, iOS, and webmail.)

Outlook t	training		
Windows			
Quick Start	Set up and customize	Create and send email	Manage email
Organize your inbox	Contacts and tasks	Calendar	5