# Getting Started with Microsoft Outlook | M365

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.
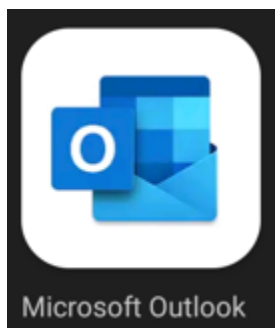
Outlook for the web

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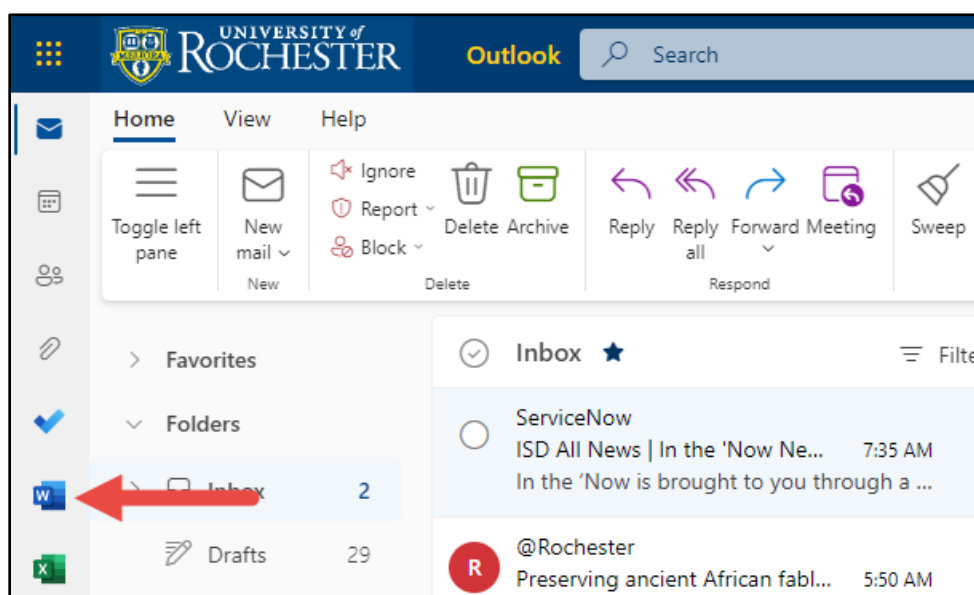
Outlook for the web

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.
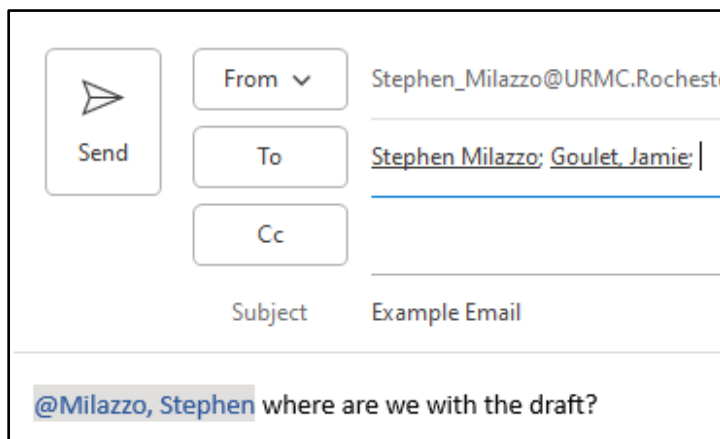

Attach files without searching

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.
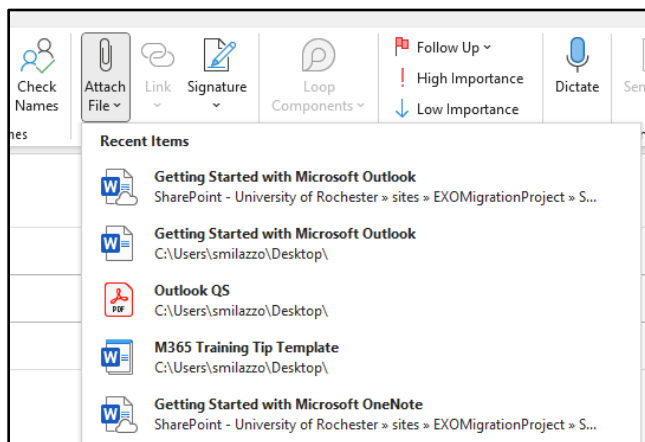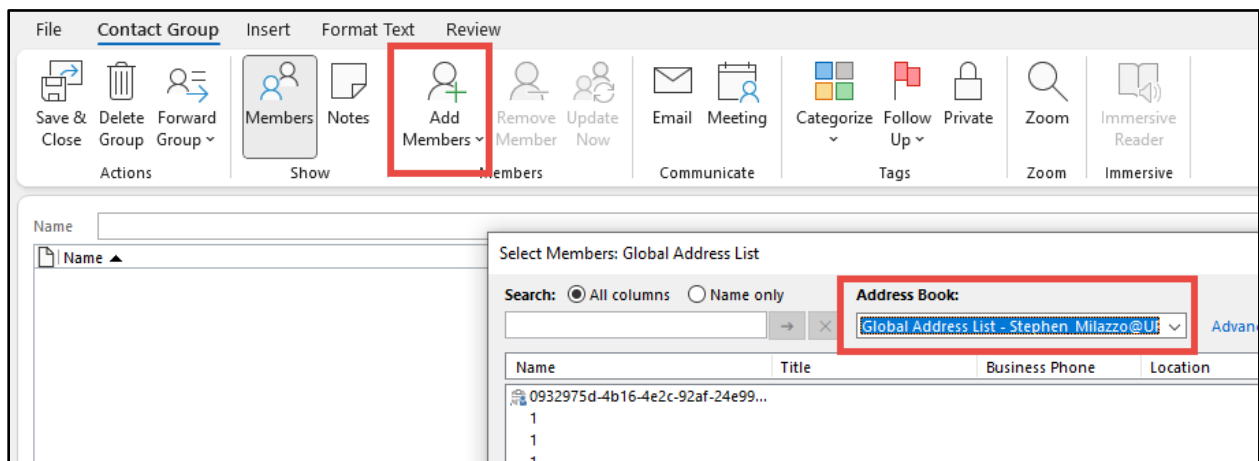
Set up an Outlook contact group

You can use a Contact Group to effectively communicate and collaborate with members of a team. Think of it as a personal distribution list.
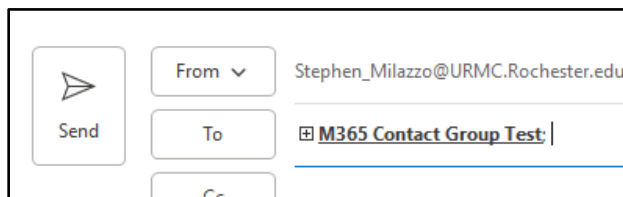
To create a Contact Group, click the **People** icon and **New Contact Group**.
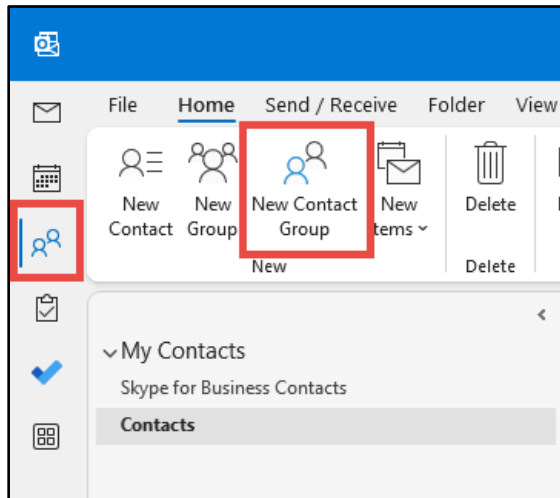
When you **Add Members**, change the **Address Book** to the **Global Address List** to see all members.
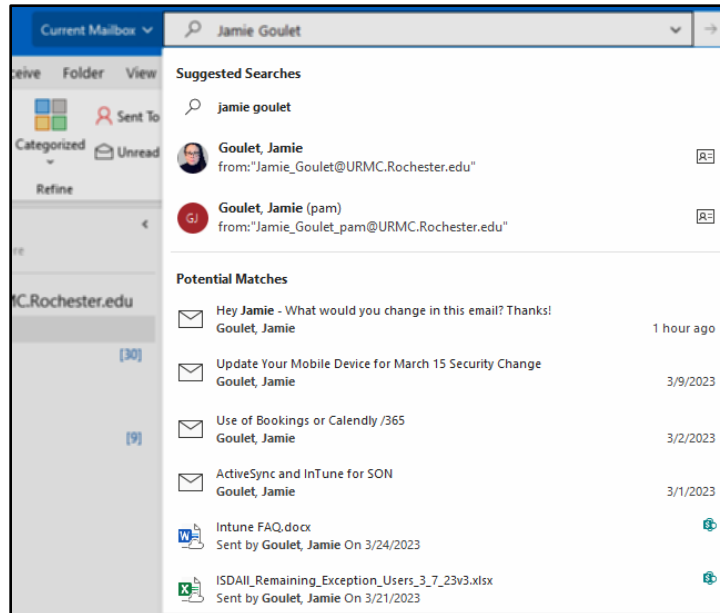

Once your Contact Group is created, you can quickly email your group by typing in the group's name in the To field (it will autocomplete as you type.)

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.

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, **HERE**.
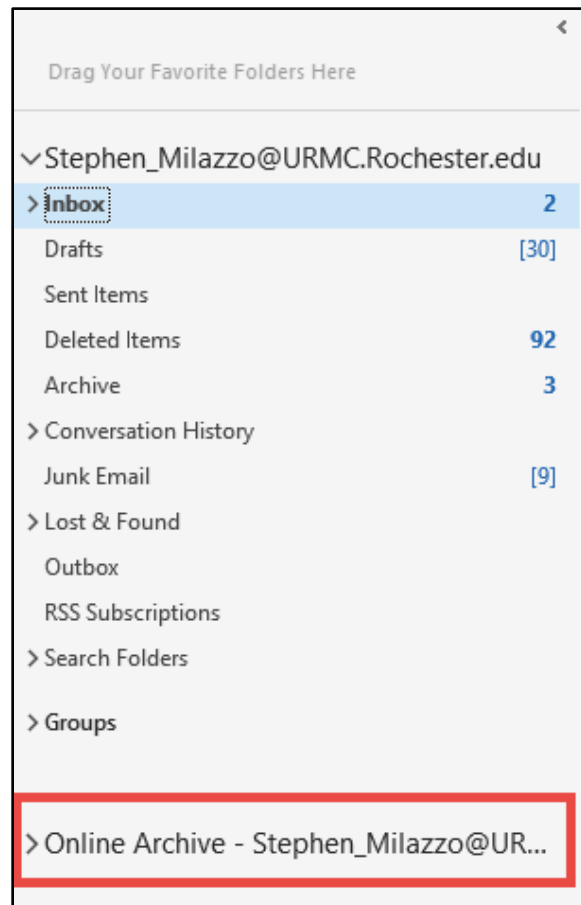
Additional Resources

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

- MyPath Microsoft Office 2021 training module. This module contains interactive eLearning to help with basic and intermediate Outlook functionality.

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