



Quick Reference Guide

What's New in Outlook 2013 for Windows



General Enhancements

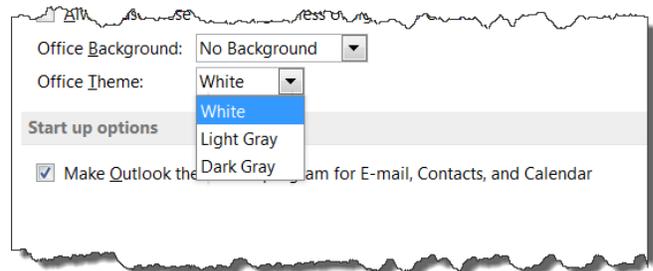
User Interface

- Outlook 2013 is tablet (touch and stylus) friendly, Touch Mode compatible for Windows 8 users and Chrome has been removed.
- Although the 2013 Office suite is integrated with Cloud-like computing and OneDrive, this integration has been disabled at NASA.
- The user interface display includes a flatter look to the Ribbons and subtle animations when typing or selecting text.

Change the Office Theme

Office 2013 is designed to provide an uncluttered screen using a crisp white color scheme called an Office Theme.

1. To change the theme, click **File Tab | Options | General**. The *Options* dialog box displays (shown right).
2. Click the **Office Theme** drop-down arrow, and select from the options **White**, **Light Gray** and **Dark Gray**.



Navigation

Outlook folders now have separate icons at the bottom of the application display (shown below), rather than bars that lay on top of the Navigation. The folder icons can be displayed with textual names or as graphics.



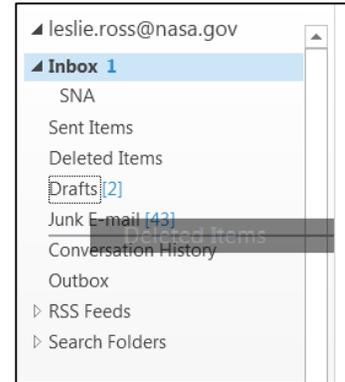
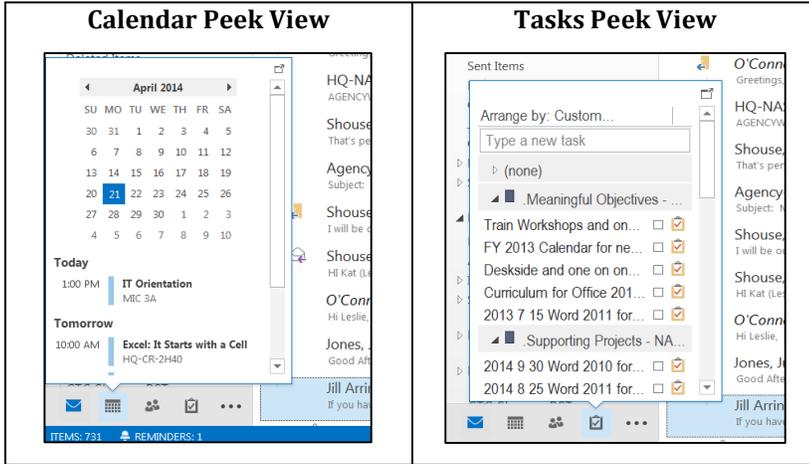
1. To adjust this behavior, click  the **Navigation** button. Then click **Navigation Options**. The *Navigation Options* dialog box displays.
2. Click to enable/disable **Compact Navigation**.



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

- Outlook now has **Peek** views which display information when hovering on the Folder icons.

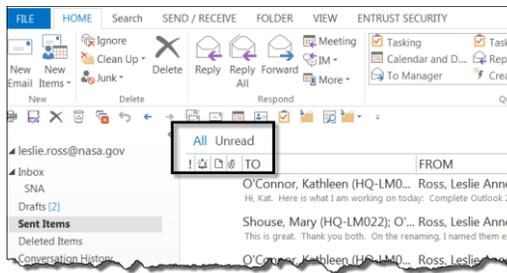
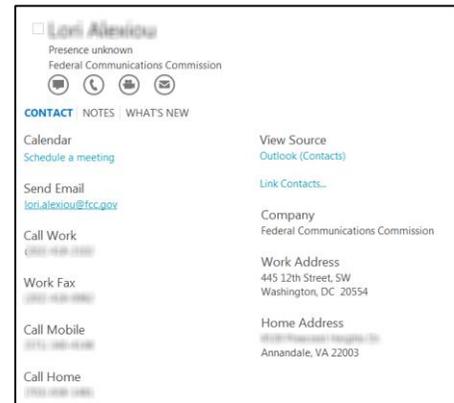
- Outlook Folders can be organized in any order so you can move things out of alphabetical order in the Folder List in the Navigation.



- People pane* (shown right) has been expanded to a separate view with Outlook contact information easily accessible and hyperlinks to send email, schedule meetings or call via Lync.

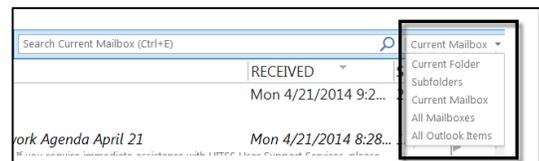
Mail

- Outlook Mail now has an **Unread** view (shown below) that filters to display only those messages that are unread.



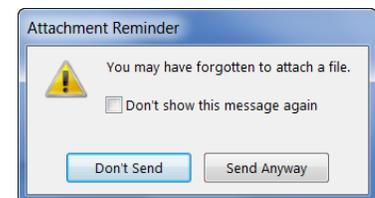
Basic search

The simple search has been expanded allowing you to focus the search in a specific mailbox without navigating to the mailbox first. Click the **Search** field drop-down arrow and select from the drop-down list options **Current Folder**, **Subfolders**, **Current Mailbox**, **All Mailboxes** or **All Outlook Items**.



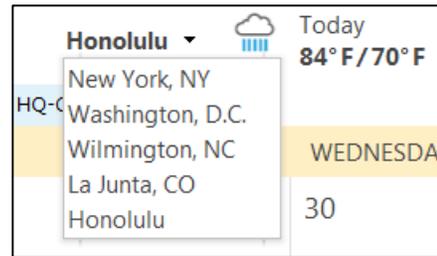
Attachment Reminder

If you type the word "attached" in an email and click **Send** before including the attachment, Outlook will display an attachment reminder prompt prior to sending your message.



Calendar

- Calendars can now be shared directly from the application.
- Calendar includes a built-in weather bar with a 3-day forecast for up to five (5) cities.



- Hover on a meeting or appointment on your Calendar and a **Peek** view displays with more detail about that item.

