



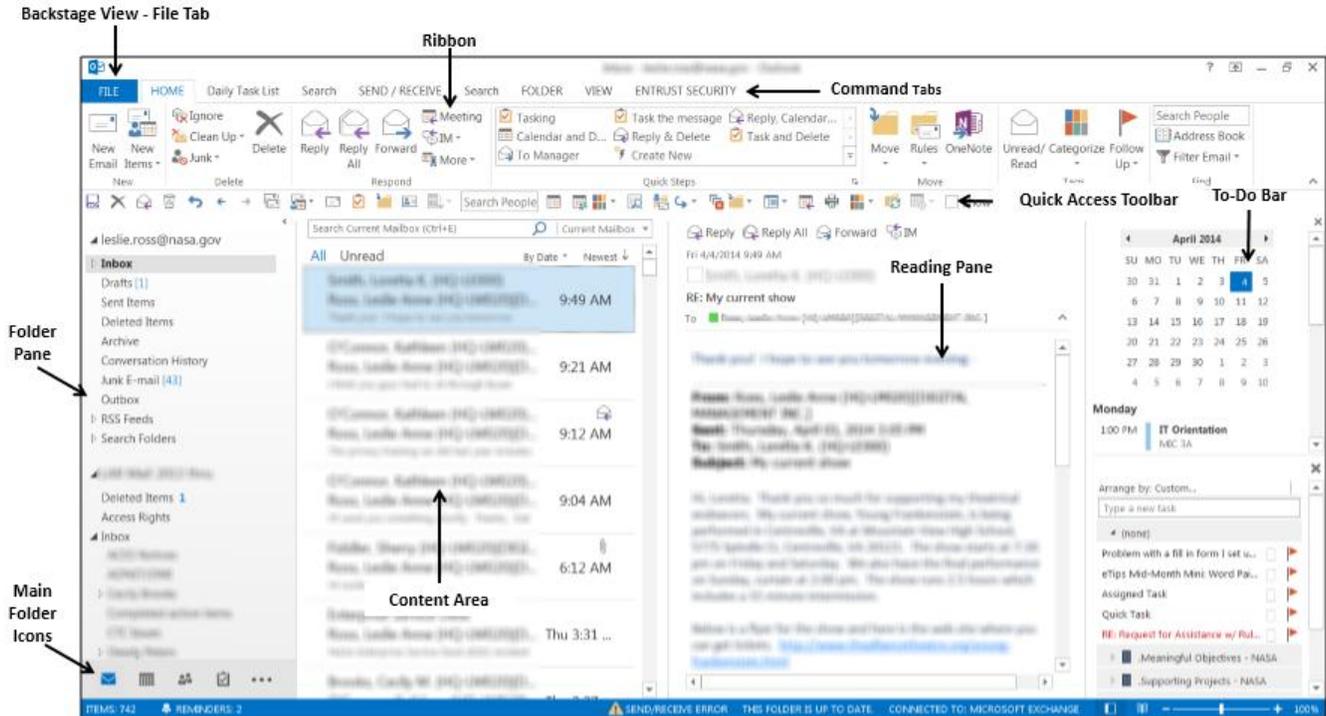
# Quick Reference Guide 1

## Outlook 2013 for Windows

### Getting Started



#### Outlook 2013 Application Window



#### Backstage View – File Tab

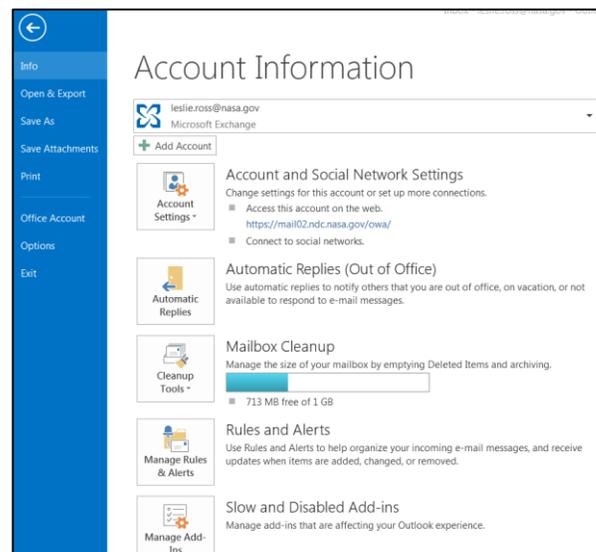
The *Backstage View* includes many tasks and commands that determine how Outlook works. While the ribbon contains commands for working in an Outlook item, the *Backstage View* contains commands to do things to an Outlook item.

Click the **File Tab** to access the *Backstage View*.

*The Backstage View is contextual, therefore, different options display depending on where you were when you clicked the File Tab. If you access the Backstage View in a new message, the options include things to do with the message, rather than options to affect the content of the message.*

- Options include **Save As, Open, Print, Help** and **Exit**.
- Click **Info** to change settings related to your account.
- Click **Options** to adjust your preferences.

*General and Advanced Options are discussed in Outlook QRG 2. Mail, Calendar, Contacts, and Tasks options are discussed in the individual QRGs for each folder.*

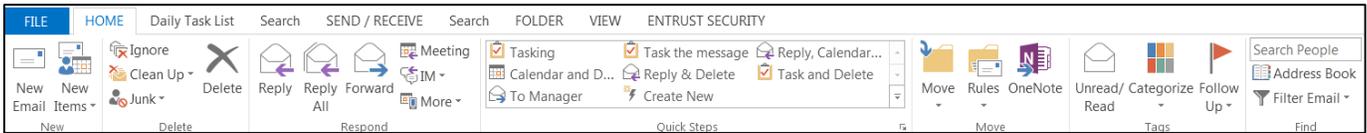


For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

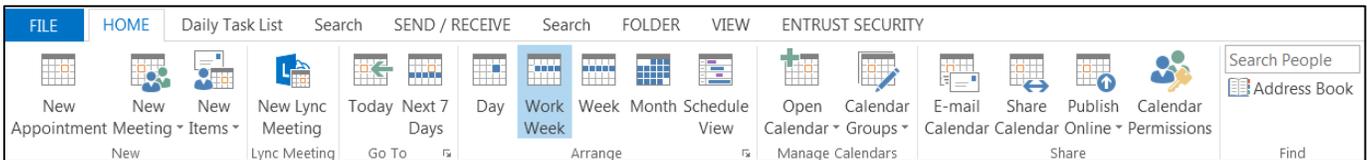
## Tabs and Ribbons

Designed to quickly find the command to complete a task, each command tab displays a ribbon with features organized in logical groups. Each Outlook folder has its own **Home Tab**, therefore, these tabs are contextual and include features used most for each Outlook folder. There are also tools tabs that display only when appropriate for the action being performed at the time. **Appointment, Recurring Appointment, Task List, Daily Task List, Search** and **Attachments** are all tools tabs. Tabs and ribbons can be customized to include user-selected commands. Below are screenshots of all command tabs and tools tabs in Outlook 2013.

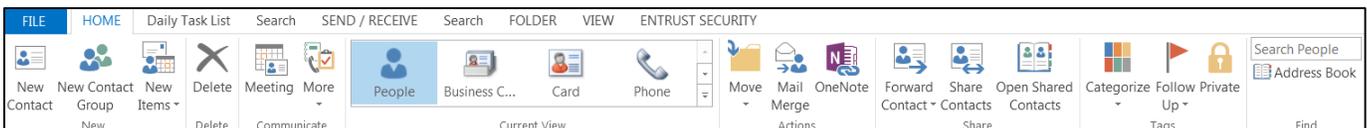
### Command Tab Home for Mail: New, Delete, Respond, Quick Steps, Move, Tags and Find



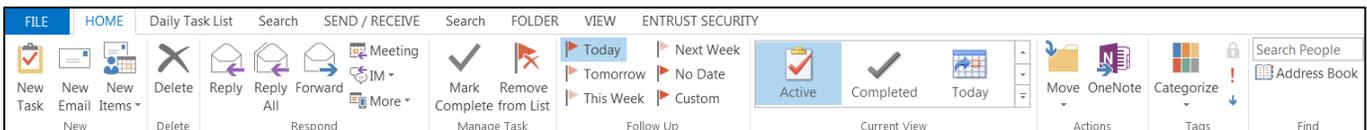
### Command Tab Home for Calendar: New, Lync Meeting, Go To, Arrange, Manage Calendars, Share and Find



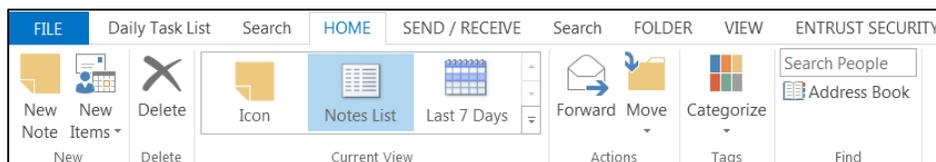
### Command Tab Home for Contacts: New, Delete, Communicate, Current View, Actions, Share, Tags and Find



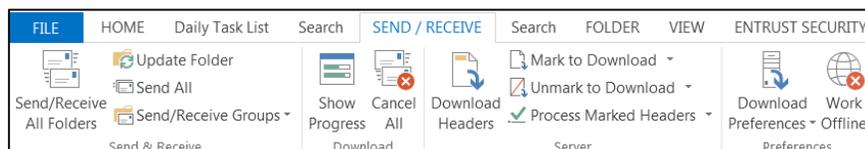
### Command Tab Home for Tasks: New, Delete, Respond, Manage Task, Follow Up, Current View, Actions, Tags and Find



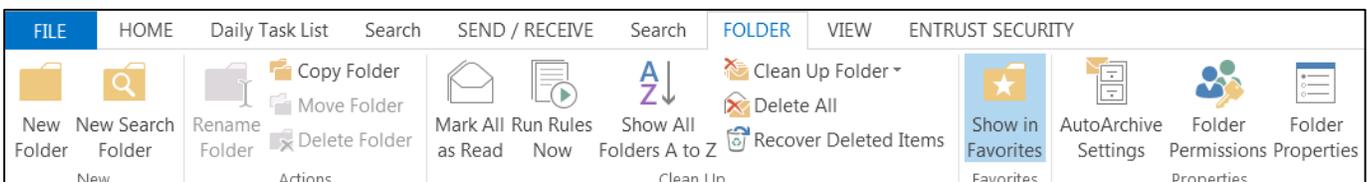
### Command Tab Home for Notes: New, Delete, Current View, Actions, Tags and Find



### Command Tab Send/Receive: Send & Receive, Download, Server and Preferences



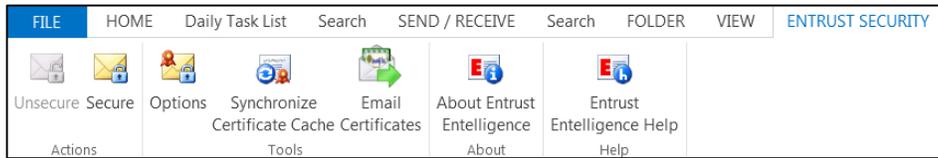
### Command Tab Folder: New, Actions, Clean Up, Favorites and Properties



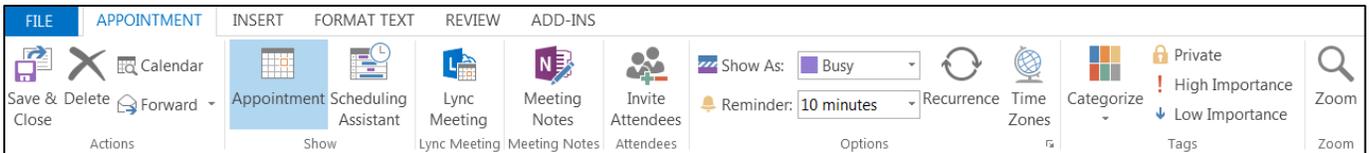
**Command Tab View: Current View, Messages, Arrangement, Layout, People Pane and Window**



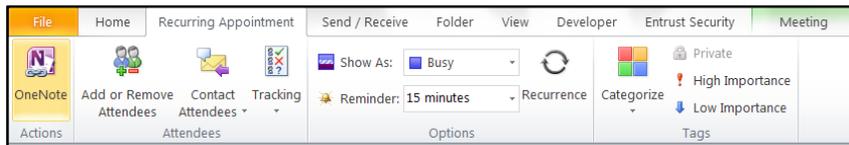
**Command Tab Entrust Security: Actions, Tools, About and Help**



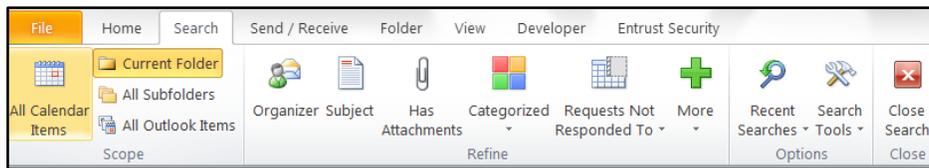
**Tool Tab Appointment: Actions, Show, Lync Meeting, Meeting Notes, Attendees, Options, Tags and Zoom**



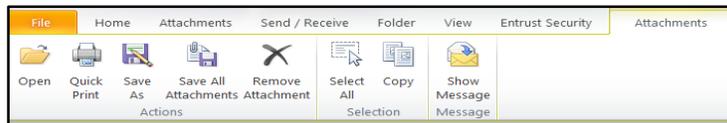
**Tool Tab Recurring Appointment: Actions, Attendees, Options and Tags**



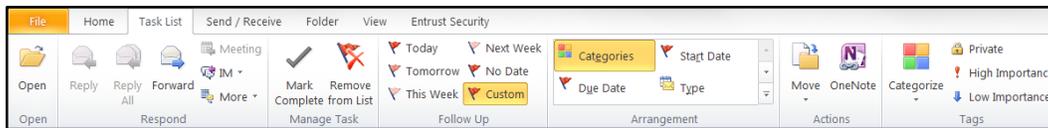
**Tool Tab Search: Scope, Refine, Options and Close**



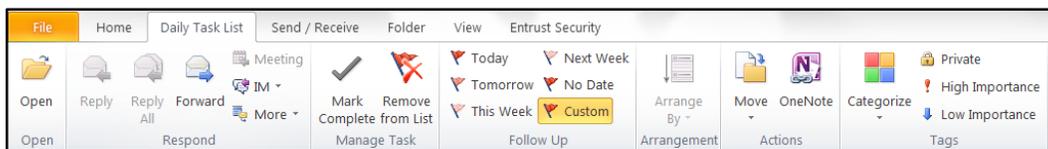
**Tool Tab Attachments: Actions, Selection and Message**



**Tool Tab Task List: Open, Respond, Manage Task, Follow Up, Arrangement, Actions and Tags**



**Tool Tab Daily Task List: Open, Respond, Manage Task, Follow Up, Arrangement, Actions and Tags**



## Folder Pane

The *Folder Pane* displays **Favorites** (if enabled), **Mailbox**, **Archive** or **.PST** files (if open), **RSS Feeds**, and **Search Folders**.

1. To enable/disable the *Folder Pane*, click **View Tab | Folder Pane** drop-down arrow.
2. Click to select the display as **Normal**, **Minimized** or **Off**.
3. To enable/disable **Favorites**, click **View Tab | Folder Pane | Favorites**.

Below the *Folder Pane*, **Navigation Shortcuts** for **Mail**, **Calendar**, **People**, **Tasks** and **Notes** display. Click the **shortcut** to display the selected Outlook folder.

### Navigation Shortcuts

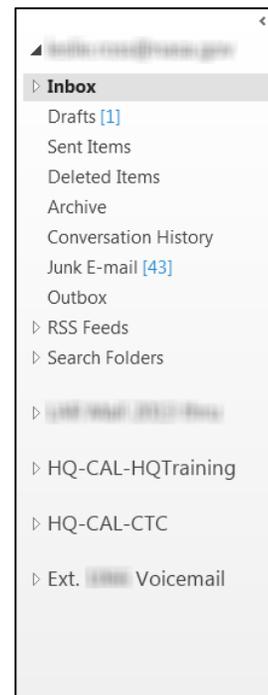


### Navigation Shortcuts – Compact View



- To move between Outlook folders using shortcut keystrokes, do the following:

Display Mail	<b>Ctrl + 1</b>	Display Calendar	<b>Ctrl + 2</b>
Display Contacts	<b>Ctrl + 3</b>	Display Tasks	<b>Ctrl + 4</b>
Display Notes	<b>Ctrl + 5</b>	Display Folder List	<b>Ctrl + 6</b>

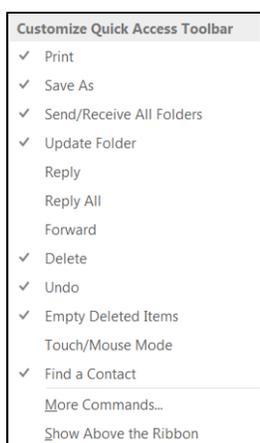


## Quick Access Toolbar



### Displaying the Toolbar

To display the **Quick Access Toolbar** above or below the ribbon, click the **Customize Quick Access Toolbar** drop-down arrow. The *Quick Access Toolbar menu* displays (shown below). Select **Show Above** (or **Below**) the **Ribbon**.



### Customizing the Quick Access Toolbar

The power of the **Quick Access Toolbar** is the ability to select commands you want in one place, rather than spread across different command and tools tabs. Customize the toolbar by selecting the desired commands in the *Customize Quick Access Toolbar* drop-down list.

### Adding Additional Commands

1. Click the **Customize Quick Access Toolbar** drop-down arrow (*menu* shown left).
2. Click **More Commands**. The *Customize Quick Access Toolbar* window displays (shown below).
3. Select the commands to be added from the **Choose commands from** in the left command list.
4. Click **Add** and the command will display in the **Customize Quick Access Toolbar** in the right command list.
5. Click the **Up** and **Down** arrows to change the order of the commands. Click **OK**.

