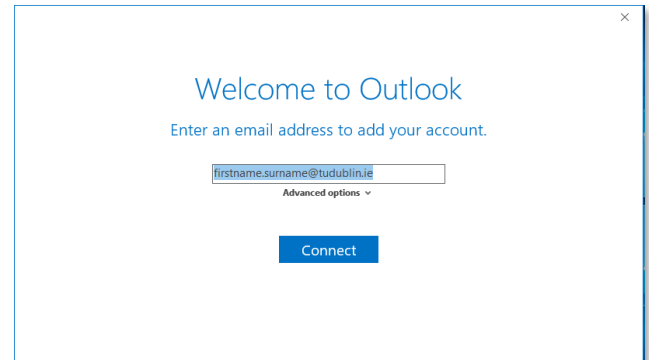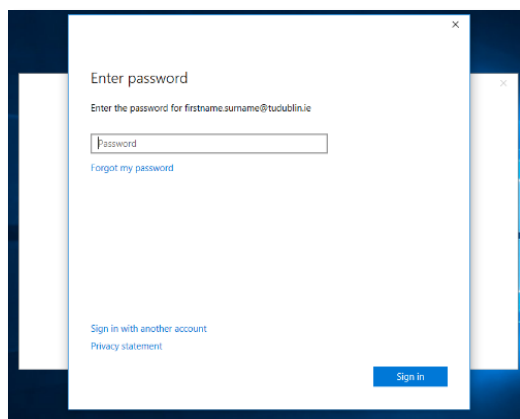# Quick Start Guide: Outlook Desktop

Setting Up:

Step 1 - Open Outlook - Click on the Outlook Desktop icon on your Desktop or if it does not appear here click start and type 'Outlook'.
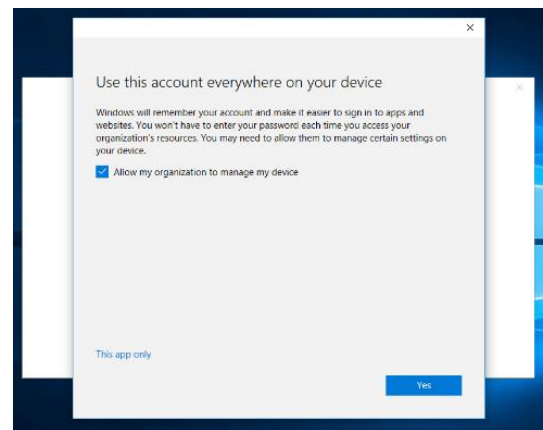
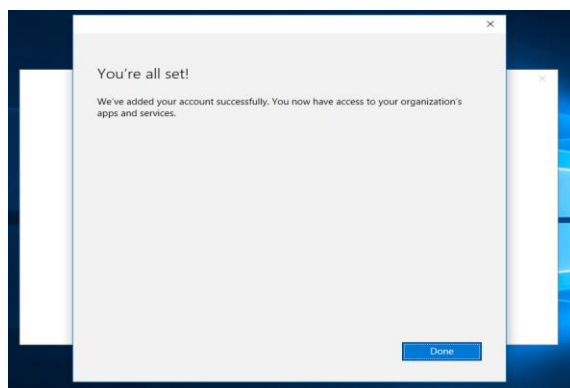**Step 2 – Enter your email** – Enter your email address in the provided field and click **'Next'**.

**Step 3 – Enter your password** – Enter your password and click **'Next'**.

Step 4 – Allow Windows to remember your account – On this screen click **'Yes'**.

Step 5 – Complete Setup – Click **'Done'** and allow Outlook to complete setup by creating a local copy of your mailbox. (This may take a minute or two).

Step 6 – First Time Setup – On first time setup you will be asked to try the new focused inbox.

Office 365
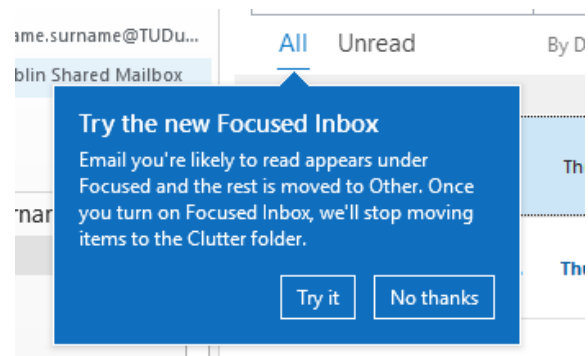
1. **Ribbon:** The Ribbon is where the most commonly used tools will be shown. Take note of the tabs across the top of the ribbon which have other tools and utilities.

2. **Search:** This is your search tool. Type what you want to search here.

3. **Folder Navigation:** This is where you navigate through your mailbox. Shared mailboxes you have access to will be here too.

4. **Mailbox:** This is where mail for the currently selected mailbox, folder or search will be listed. Unread items will show in bold. Select the mailbox or folder on the Navigation pane to change what is listed here.

5. **Bottom Navigation:** This is where you can navigate between Mail, Calendars, People and Tasks.

6. **Status Bar:** Here you will see you connection status and last sync time.

7. **Preview:** This will preview the content of the currently selected email in the Mailbox. To pop out mail you can double click on the mail in the mailbox.