

# Outlook® for Microsoft 365® (New Outlook) TEACHUComp, INC.™

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## Quick Reference Guide

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### Interface Basics

#### Classic vs. Simplified Ribbon

The Ribbon appears at the top of the Outlook window. It is divided into tabs ("Home," "View," and "Help"), which contain groups of commands that perform various actions. The **Classic Ribbon** is larger and displays group names, while the streamlined **Simplified Ribbon** contains similar but fewer buttons.

**To switch between ribbons,** click the "Ribbon display options" button at the right end of the Ribbon and select "Classic ribbon" or "Simplified ribbon."

#### The Navigation Bar

The Navigation Bar is displayed along the left side of the Outlook window and provides buttons that allow you to switch to the various Outlook modules (Mail, Calendar, People, and To Do), as well as buttons that open other Microsoft 365 apps, such as OneDrive.

#### The Navigation Pane

To the right of the Navigation Bar is the Navigation pane, which displays the folders in the currently selected Outlook module. For example, when Mail is selected, all mail folders (Inbox, Drafts, Sent Items, etc.) are shown in a hierarchical view in the Navigation pane. To hide or show the Navigation pane, click the "Hide (or 'Show') navigation pane" button at the left end of the Ribbon.

### People (Contacts)

#### Displaying People

Click the "People" button in the Navigation Bar at the left of the Outlook window.

#### Creating Contacts

1. Click the "Home" tab in the Ribbon.
2. Click the "New Contact" button in the Ribbon.
3. Enter the contact information. **To add additional fields,** click the "Add" links below the various fields. For example, to add a business phone number, click the "Add phone" link.
4. Click the "Save" button when done.

#### Editing Contacts

1. Select "Your contacts" in the Navigation pane.
2. Select the contact.
3. Click the "Edit contact" button to the right.
4. Make any desired changes in the contact fields.
5. Click the "Save" button when done.

#### Viewing Contacts

1. Select "Your contacts" in the Navigation pane.
2. Select the contact.
3. Click any available tabs to view information:

**OVERVIEW:** Overview of contact information.

**CONTACT:** Detailed contact information.

**ORGANIZATION:** Others within same organization.

**FILES:** Recently shared files and email attachments.

**MESSAGES:** Recent emails and Teams chats.

**LINKEDIN:** LinkedIn profile information.

#### Importing and Exporting Contacts

1. Click the "Home" tab in the Ribbon.
2. Click the "Manage contacts" button in the Ribbon.
3. **To import,** select "Import contacts," click the "Browse" button, navigate to and select the .CSV file, click the "Open" button, then click the "Import" button. **To export,** select "Export contacts," select the folder from which to export contacts from the "Contacts from this folder" drop-down, then click the "Export" button. The file is exported as a .CSV file and saved to the "Downloads" folder.

### Creating Contact Lists

A contact list is a collection of email addresses. Useful for sending email to a group.

1. Click the "Home" tab in the Ribbon.
2. Click the drop-down of the "New Contact" button in the Ribbon and select "New contact list."
3. Enter a name in the "Contact list name" field.
4. In the "Add email addresses" field, begin typing a person's name and select it from the list. **Or,** type or paste an email address in the field and then click the "Add" button. Repeat as desired.
5. **To remove a contact,** click the "Remove from contact list" button to its right.
6. Add an optional "Description" for the contact list.
7. Click the "Create" button.

**To quickly add/remove a contact in an existing list:**

1. Select "Your contacts" in the Navigation pane.
2. Click the "Home" tab in the Ribbon.
3. Select the contact and click the "Add to list" button in the Ribbon.
4. Hover over the desired list and select "Add to this list" or "Remove from this list."

#### Editing a Contact List

1. Select "Your contact lists" in the Navigation pane.
2. Select the contact list.
3. Click its "Edit" button at the right.
4. Make desired changes.
5. Click the "Save" button.

#### Deleting a Contact or Contact List

1. Click the "Home" tab in the Ribbon.
2. Select the contact or contact list.
3. Click the "Delete" button in the Ribbon.
4. Click the "Delete" button to confirm.

- Or,**
1. Right-click the contact or contact list.
  2. Select "Delete."
  3. Click the "Delete button to confirm."

### Sorting and Searching for Contacts

**To sort:**

1. Click the "Sort by" drop-down at the top of the list of contacts or of contact lists.
2. Select a sort option.

**To search:**

1. Click in the "Search" box at the top of the Outlook window.
2. Enter the search text. Outlook narrows the search as you type. **To narrow the search,** click the drop-down arrow at the right end of the search box, select "People," "Groups," or "Lists."
3. Click the "Search" button or press the "Enter" key.
4. **To clear the search results,** click the "Back" arrow at the left end of the "Search" box.

### Emailing Contacts

1. Select "Your contacts" or "Your contact lists" in the Navigation pane.
2. Select a contact or contact list. **To select multiple,** hover over each one and check its checkbox.
3. Click the "Send email" button in the contact details pane to the right. **Or,** click "Send email."
4. In the message window, enter a subject in the "Add a subject" field, complete the email, and click the "Send" button.

### Adding to Favorites

1. Select "Your contacts" in the Navigation pane.
2. Select the contact.
3. Click the "Home" tab in the Ribbon.
4. Click the "Add to favorites" button in the Ribbon. **To remove,** click the "Remove from favorites" button instead.
5. **To access favorites,** select "Favorites" in the Navigation pane.

### Email: Reading & Organizing

#### Displaying Mail

1. Click the "Mail" button in the Navigation Bar at the left of the Outlook window.
2. **To display a specific folder,** click the desired folder in the Navigation pane. If hidden, click the triangle to the left of the parent folder.

#### Displaying/Hiding the Folder List

1. Click the "View" tab in the Ribbon.
2. Click the "Folder pane" button in the Ribbon.
3. Hover over "Folder list" and select "Show" or "Hide."
4. **To resize the pane,** hover over the line separating the pane and the list of emails. Click and drag the double-sided arrow that appears.

#### Reading Messages

The Reading pane allows you to easily read emails without having to open them in a new window.

1. **To turn the Reading pane on/off,** click the "View" tab in the Ribbon, click the "Reading Pane" button (in the Simplified Ribbon, click "Layout," then "Reading Pane"), and select a view or "Hide."
2. **To resize the Reading pane,** hover over the line separating the pane and the list of emails. Click and drag the double-sided arrow that appears.
3. **To view a message in the Reading pane,** select the email in the list of emails.
4. **To open an email in a new window,** double-click it in the list of emails. When done, click the "Close" button in the upper-right corner.

#### Viewing and Opening Attachments

1. **To quickly and safely preview an attachment,** click on the attachment below the message header. **To return to the message,** click the "Close" button in the upper-right corner.
2. **To fully open an attachment in its native application,** click its drop-down arrow and select "Open." When prompted, click the "Open" button. If the program does not exist on your computer, Windows will try to locate a program to open it.
3. **To close the attachment and return to Outlook,** click the "Close" button in the upper-right corner.

#### Saving Attachments

1. View the message containing the attachment(s).
2. **To save an individual attachment,** click its drop-down arrow, choose "Save As" from the menu, then select the folder in which to save the attachment, and then click "OK" or "Save." **Or,** click its arrow and select "Save to OneDrive" to save it to the "Attachments" folder within OneDrive.
3. **To save multiple attachments,** click the "Save All Attachments" link below the attachments, select a location, enter a file name, and click the "Save" button. **Or,** click "Save all to OneDrive" to save them to the "Attachments" folder within OneDrive.

#### Show/Hide Message Preview Text

1. Click the "View" tab in the Ribbon.
2. Click the "Message preview" button in the Ribbon. **Or,** in the Simplified Ribbon click the "Messages" button, then "Message preview."
3. Select "Show preview text" or "Hide preview text."

#### Changing Message Density

Control spacing between messages in a list.

1. Click the "View" tab in the Ribbon.
2. Click the "Density" button and select an option.

#### Manually Sending and Receiving

1. Click the "View" tab in the Ribbon.
2. Click the "Sync" button in the Ribbon.

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**Readers' Guide to Periodical Literature** ,1922 An author subject index to selected general interest periodicals of reference value in libraries

**Occupational Outlook Handbook** ,1875

**Reader's Guide to Periodical Literature Supplement** ,1921

**F&S Index United States Annual** ,1999

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*Malware* Dimitris Gritzalis, Kim-Kwang Raymond Choo, Constantinos Patsakis, 2024-11-14 This book provides a holistic overview of current state of the art and practice in malware research as well as the challenges of malware research from multiple angles It also provides step by step guides in various practical problems such as unpacking real world malware and dissecting it to collect and perform a forensic analysis Similarly it includes a guide on how to apply state of the art Machine Learning methods to classify malware Acknowledging that the latter is a serious trend in malware one part of the book is devoted to providing the reader with the state of the art in Machine Learning methods in malware classification highlighting the different approaches that are used for e g mobile malware samples and introducing the reader to the challenges that are faced when shifting from a lab to production environment Modern malware is fueling a worldwide underground economy The research for this book is backed by theoretical models that simulate how malware propagates and how the spread could be mitigated The necessary mathematical foundations and probabilistic theoretical models are introduced and practical results are demonstrated to showcase the efficacy of such models in detecting and countering malware It presents an outline of the methods that malware authors use to evade detection This book also provides a thorough overview of the ecosystem its dynamics and the geopolitical implications are introduced The latter are complemented by a legal perspective from the African legislative efforts to allow the reader to understand the human and social impact of malware This book is designed mainly for researchers and advanced level computer science students trying to understand the current landscape in malware as well as applying artificial intelligence and machine learning in malware detection and classification Professionals who are searching for a perspective to streamline the challenges that arise when bringing lab solutions into a production environment and how

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