

Outlook for Mac

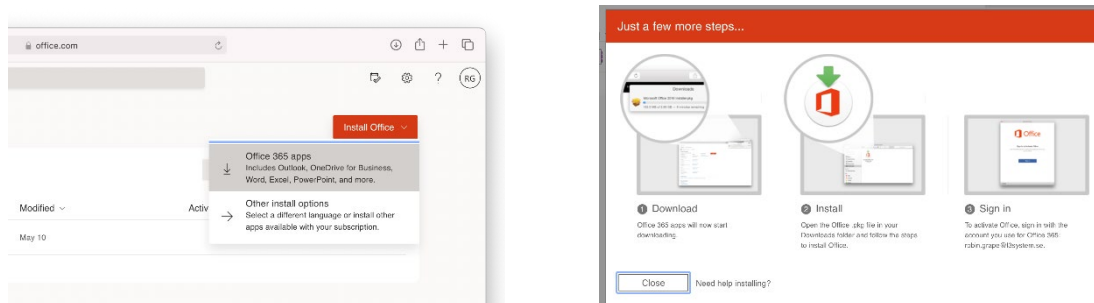
Instructions for downloading, configuring, and using the Outlook App on Mac

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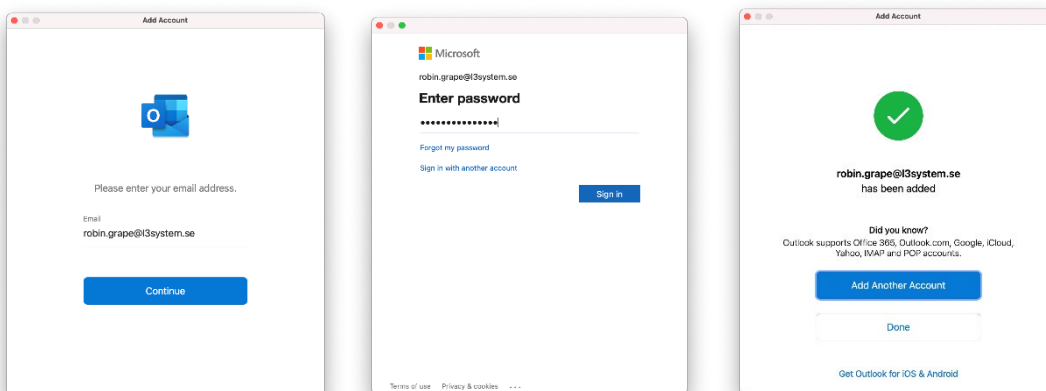
Download the Outlook app

Go to office.com, sign in and click “Install Office > Office 365 apps”.



Setting up your account

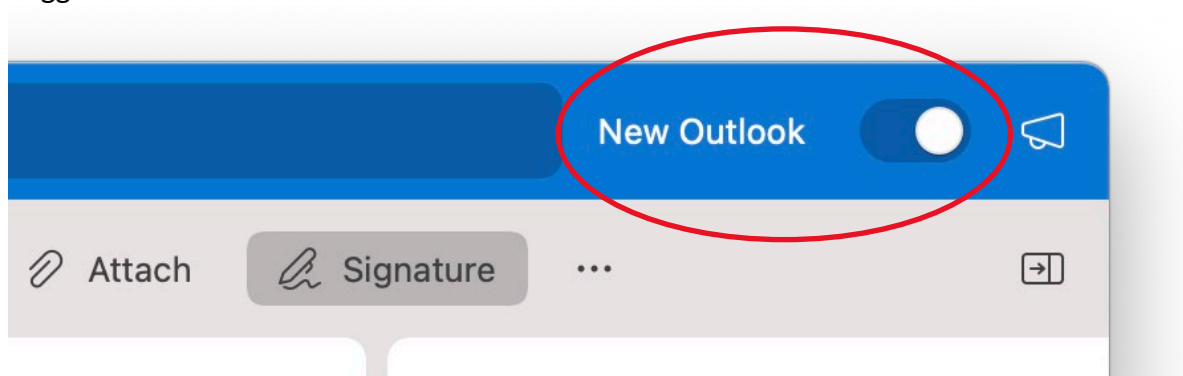
When the Outlook application opens for the first time you are asked for your login credentials. When the account is found and password is accepted, more accounts can be added. At this point, click “Done” to proceed with the main account.



If the password is not accepted or the account not added to your device, please check your log-in credentials prior to contacting your IT-department.

Outlook for Mac -version

This instruction refers to version 16.53, used in the “New Outlook” mode. Toggle the “New Outlook” switch to activate extended features.

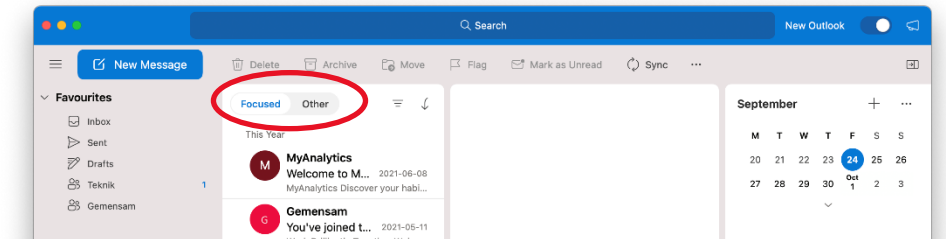


Mail

Automatic message sorting

At the top of the Outlook app, you are presented with two tabs; “Focused” and “Other” messages in separate tabs. When messages arrive, Outlook sorts them automatically based on the content and the account history.

This function can be turned off under “settings”.

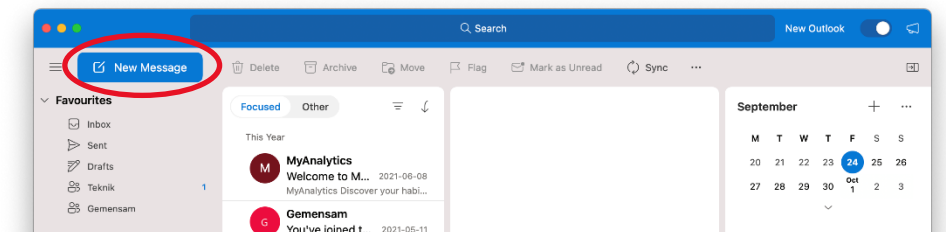


Manual sorting

To manually move a message between the tabs or to another folder, simply “drag and drop” it, or control-click it and select “move to...” from the menu.

Composing a message

To compose a new message, click the “New message” at the top of the screen. As default, the new, empty message is prepared without a sender signature.

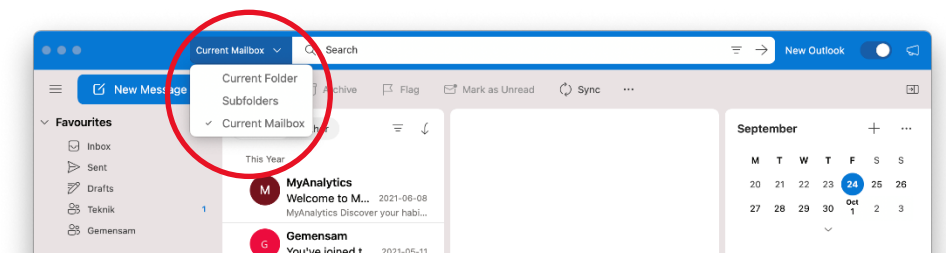


Finding information

To find specific information, use the search box at the top to enter your search string.

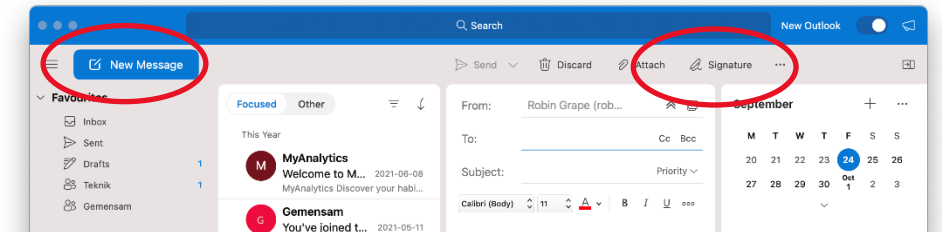
When you start typing, a button with the text “Current Mailbox” appears to the left of the search box, and if you click it you are presented with alternative search locations.

To search for a string within an item like an open mail, use the keyboard shortcut: **⌘ + F**.



Your personal signature

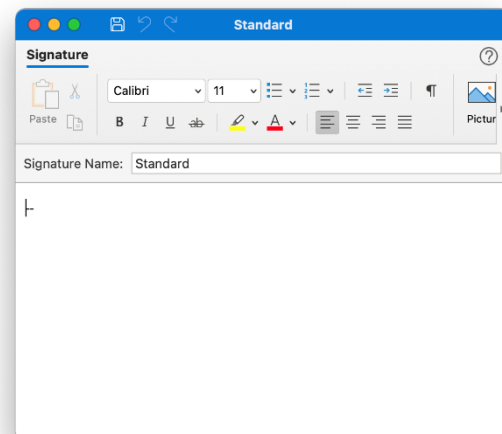
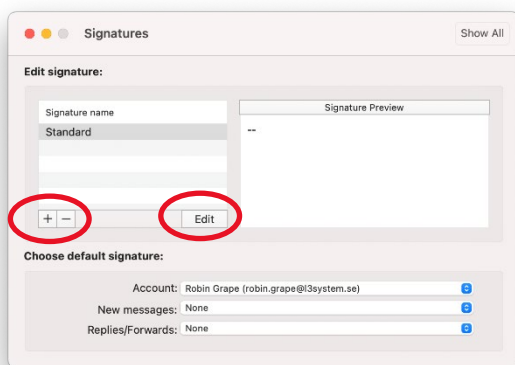
To edit your signature, you need to open a “New message”. When the new message opens, the top menu changes, and the icon “Signature” appear in the top menu of the Outlook window.



Click “Signature” and you are presented with alternatives, click “Manage signatures”. To edit the standard signature, mark it and click “Edit”, but you may also create additional signatures by instead clicking the “+”-sign.

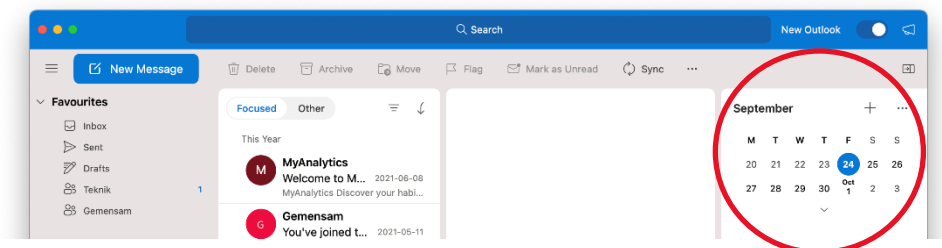
The easiest way to work with signatures is to copy a signature from an email and replace the current signature with the copied information.

When done, make sure you update your personal credentials in the new signature.



The Task Pane

Toggle calendar overview and upcoming tasks on and off in the *email view* by keyboard shortcut Shift+Command+].

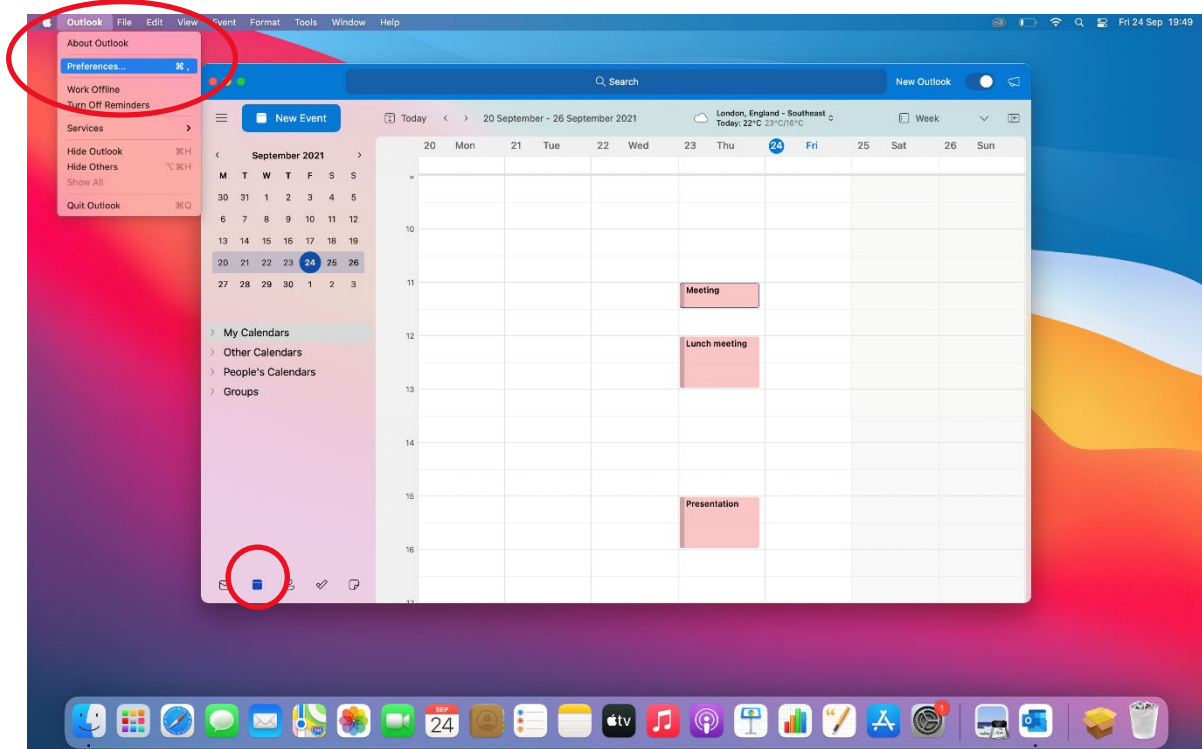


Calendar

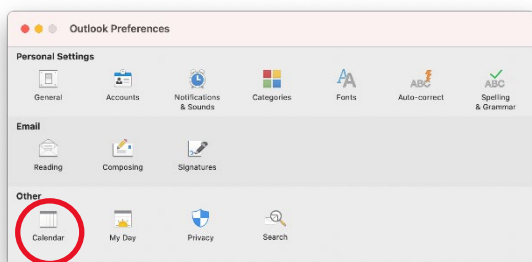
The calendar syncs with your other Outlook apps; meetings planned in the desktop app, the mobile app or in Outlook on the web are reflected to each other.

Calendar options

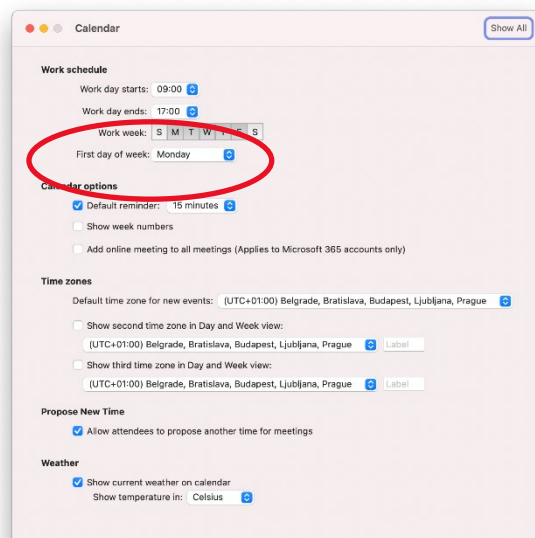
A common question is “how do I change the notification from 15 min to 30 or 60 min?” On the Outlook menu at the top of your display, click Preferences.



In Outlook preferences, click Other/Calendar.



In the Calendar options, tap “Default reminder” and change the default event alert from 15 minutes before event, to suit your needs.

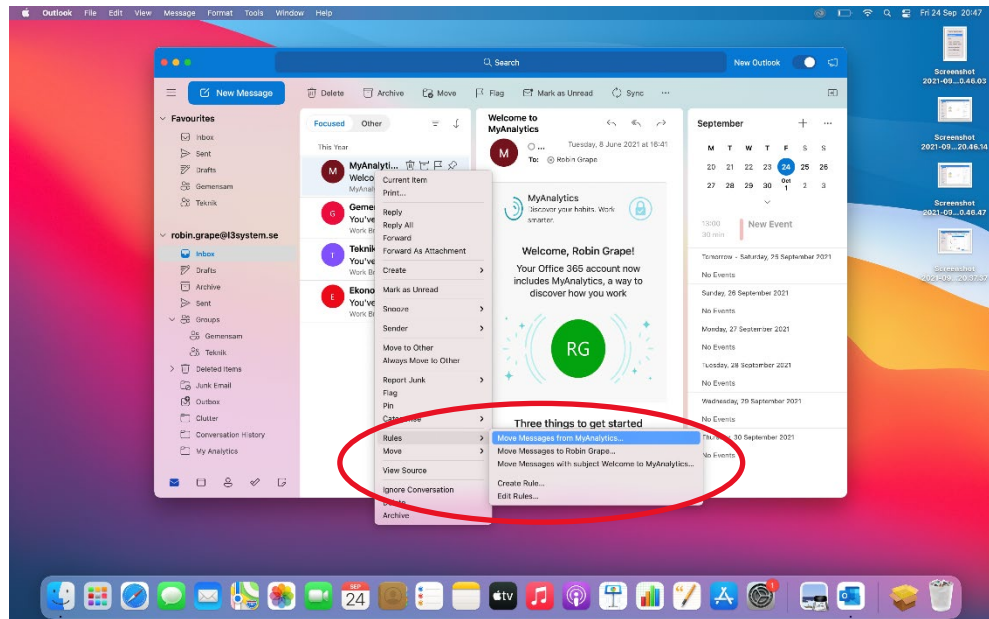


Automation

Rules

You can create a rule that moves all messages from [name], to a folder called "Mail from [name]." If you are receiving mail from a contact group (also known as a distribution list), you can automatically move it to a specific folder as well.

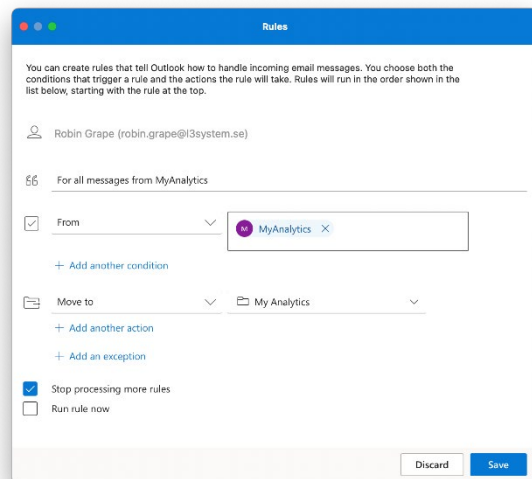
1. Create the target folder by control-click your inbox
2. Control-click the mail you want to handle, click "Rules/Move Messages from ..."



3. In the dialogue box, select actions and target folders

In this example: move messages from "MyAnalytics" to the folder named "My Analytics", and mark "Run rule now" to activate the rule instantly.

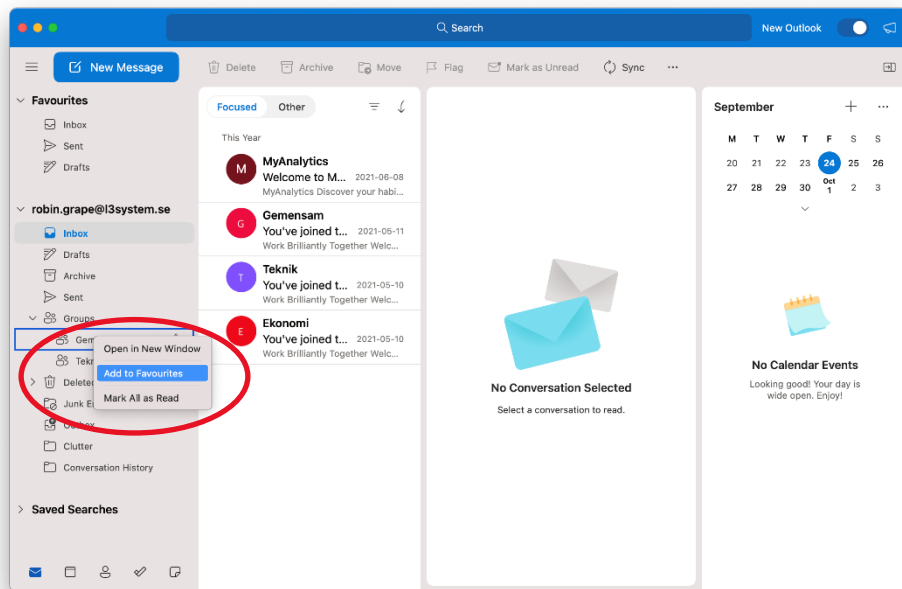
Outlook will keep rules active until you deactivate, and in this example messages will be moved according to the rules, at arrival.



Groups

Add group mailbox

To add a shared group mailbox, look it up under Groups, Control-click and click “Add to Favourites”.



Add group calendar

To add a shared calendar, click the radio button in front of the group calendar name.

