

How to use the Outlook.com Beta version

Microsoft has officially released a beta test of Outlook.com to users around the world with many features to change and update new features.

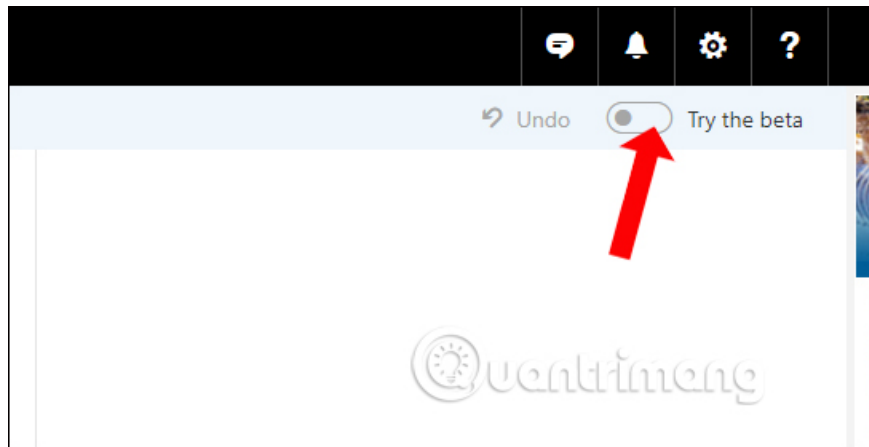
Beginning in August 2017, Microsoft announced the version of Outlook.com Beta to users worldwide with many changes and new features provided. According to the publisher, this new Outlook version will speed up mailing, using emoji and GIF icons, adding Calendar services, or calling Skype videos while browsing mail. This will increase the user experience, as well as fulfill the need for use. So what's new in Outlook.com Beta and how to use it?

1. New points on Microsoft Outlook.com Beta and how to register
2. How to email Gmail to Outlook.com
3. How to retrieve an Outlook account password

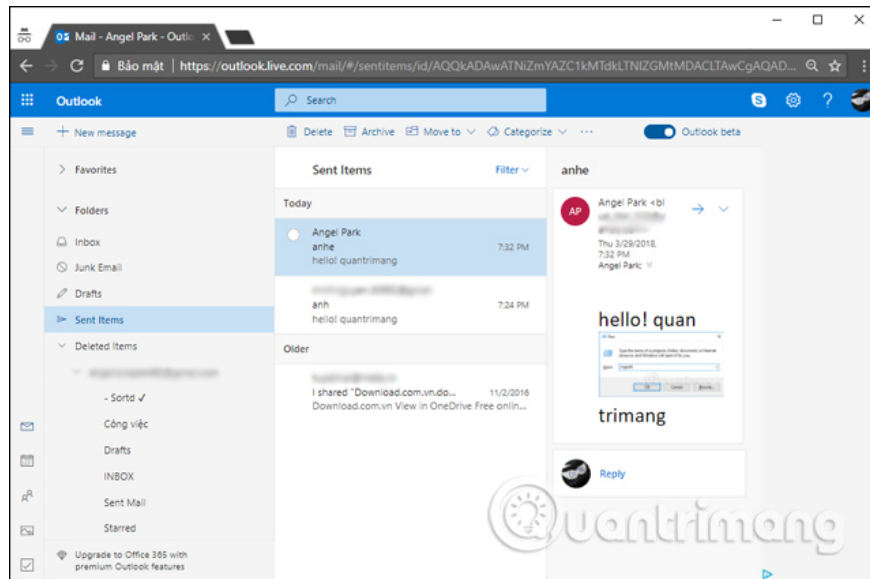
Instructions for using Outlook.com Beta version

Step 1:

To switch to the Outlook.com Beta, you just need to swipe the bar **Try the beta** on the Outlook interface to use it. Immediately the Outlook interface will switch to Beta.

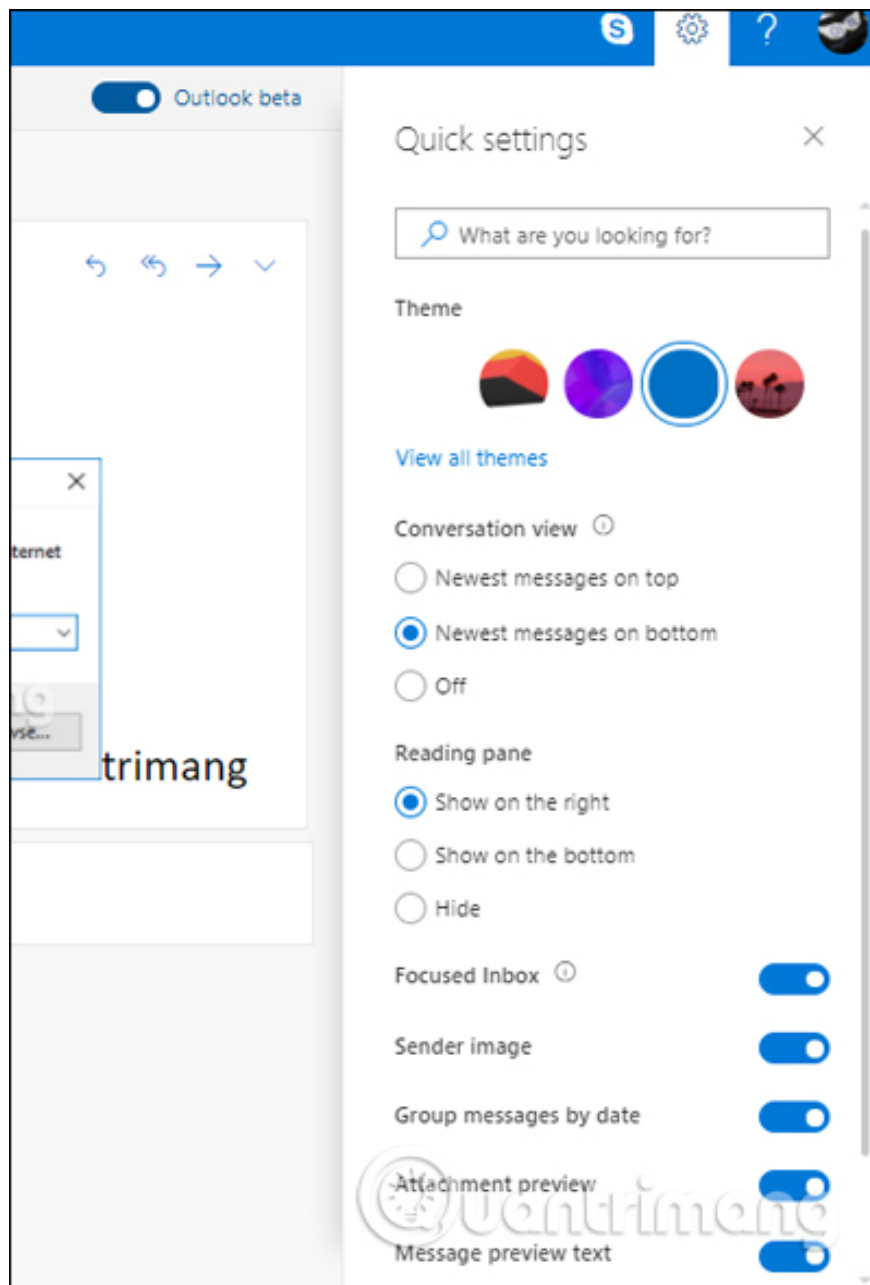


New interface appears with search bar right above the head. The built-in image and file preview feature in this version allows users to view emails with attachments.

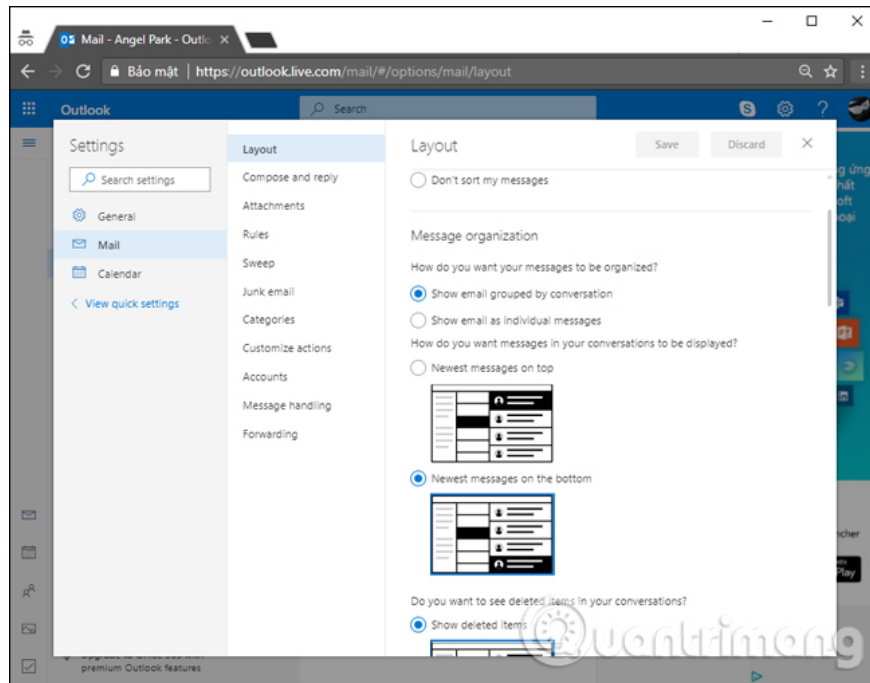


Step 2:

When you click on **the Settings icon**, you will see a lot of options to customize the Outlook interface, including personal settings in folders.

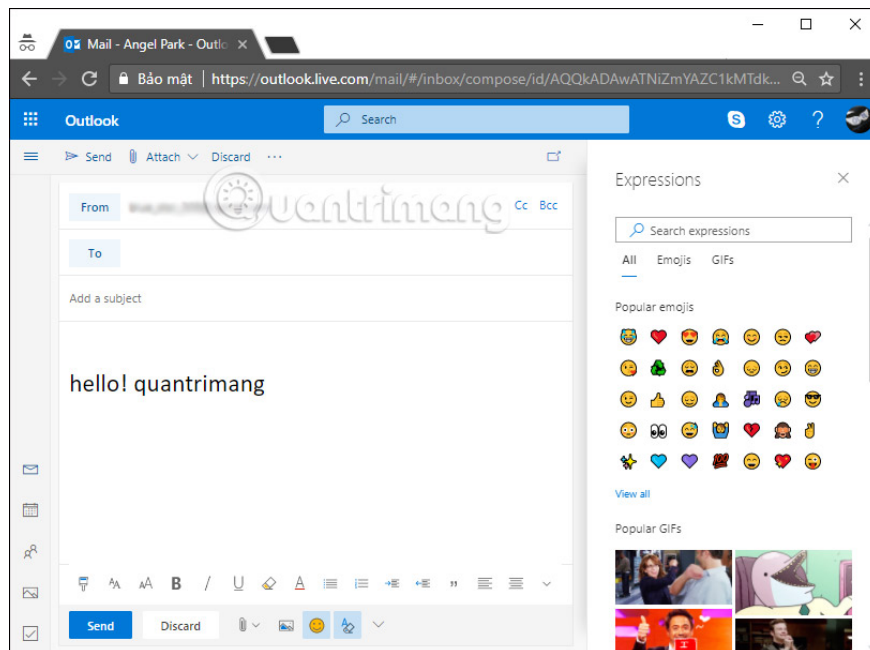


If you click on the **View full settings** button , you will be moved to the custom interface with more complete options.



Step 3:

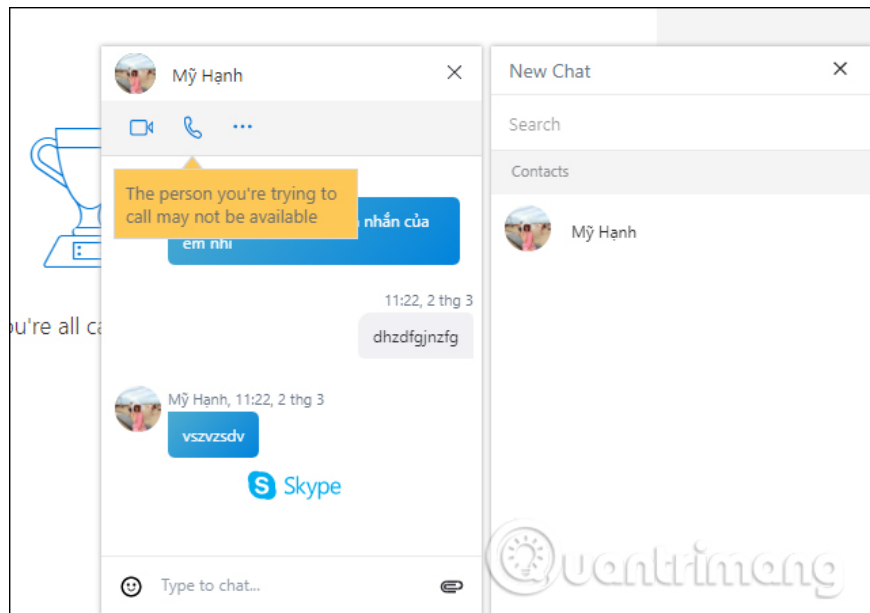
In the mailing section you will find **emoticons** that have many options, especially GIF and emoji. We just need to click the smiley icon in the email sending frame. Immediately on the right of the interface appears emoji and GIF lists for you to choose from. You can click on the search bar to find the topic you like.



Step 4:

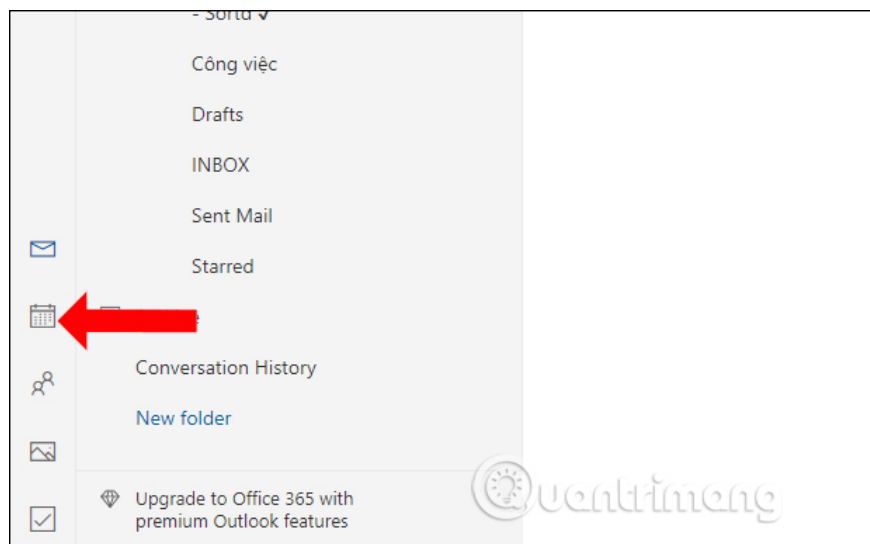
In addition, while opening an email, users can **chat with friends on Skype** or even make phone calls to friends without interrupting mail browsing. So you can do many things at once, instead of just browsing mail or just chatting with Skype friends on the Outlook interface. This feature currently only appears on Outlook.

Click on **the Skype icon** at the top interface bar to send Skype messages or video calls to friends right in the interface on Outlook.



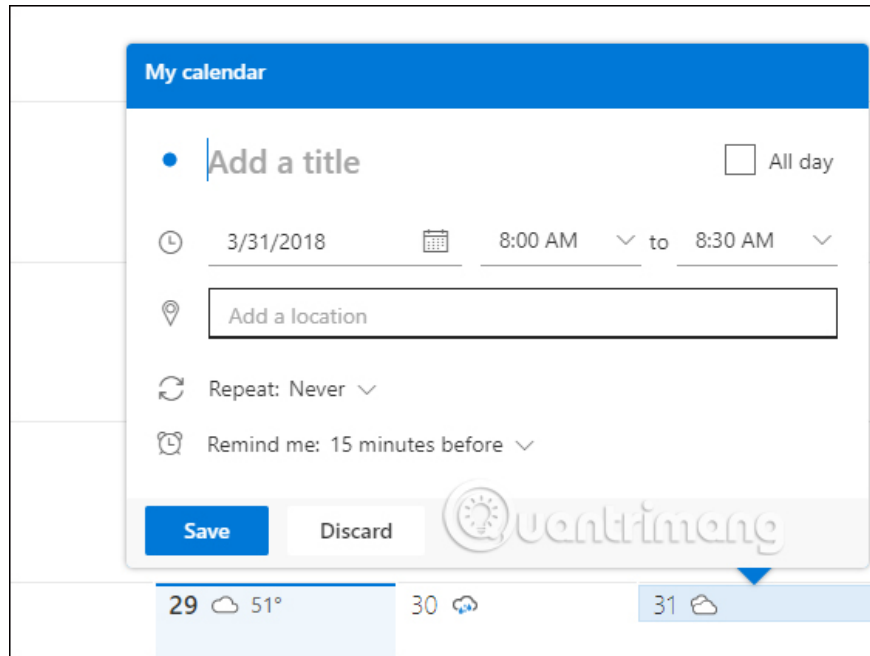
Step 5:

Another new feature on the Outlook.com Beta version is **the Calendar application with a built-in date** so users can take notes of the day-to-day tasks. At the leftmost interface click on **the calendar icon** to open the calendar interface.

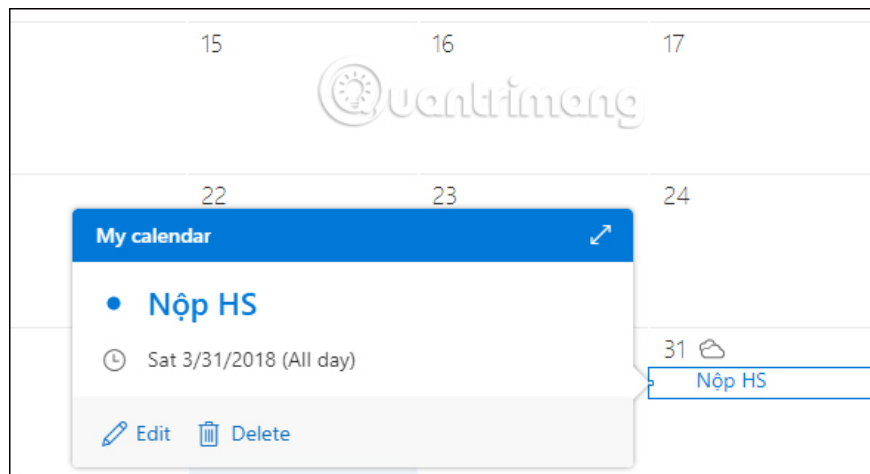


You will then be moved to a new tab with the calendar on Outlook. To schedule a task, click on a specific date and enter the content in **the My calendar dialog box**. Here, we enter the content of the job, selecting the duration of the whole day or fixed time.

Besides, it is also possible to select the notification mode to repeat the notification, the time to advance to the appointment. Click **the Save button** to save the job to be scheduled.

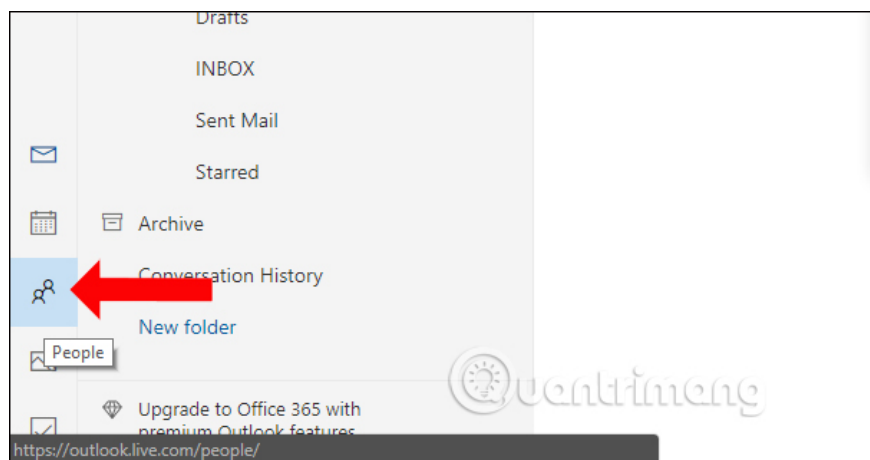


To edit a calendar just click on the date and appear a small table, click Edit to edit or press Delete to delete the calendar.

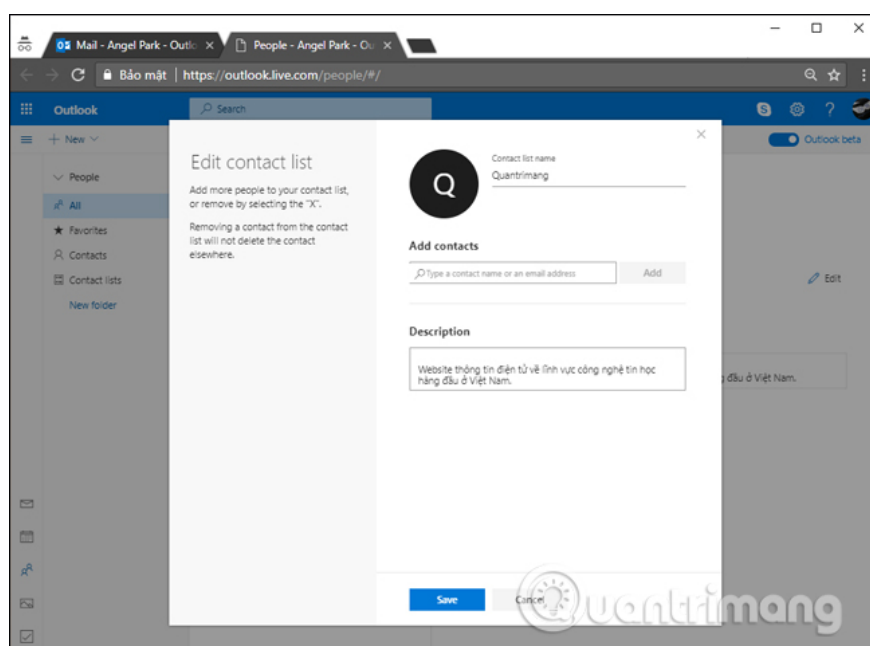


Step 6:

Go back to the Outlook.com Beta main interface, click on **the People icon** in the leftmost corner.



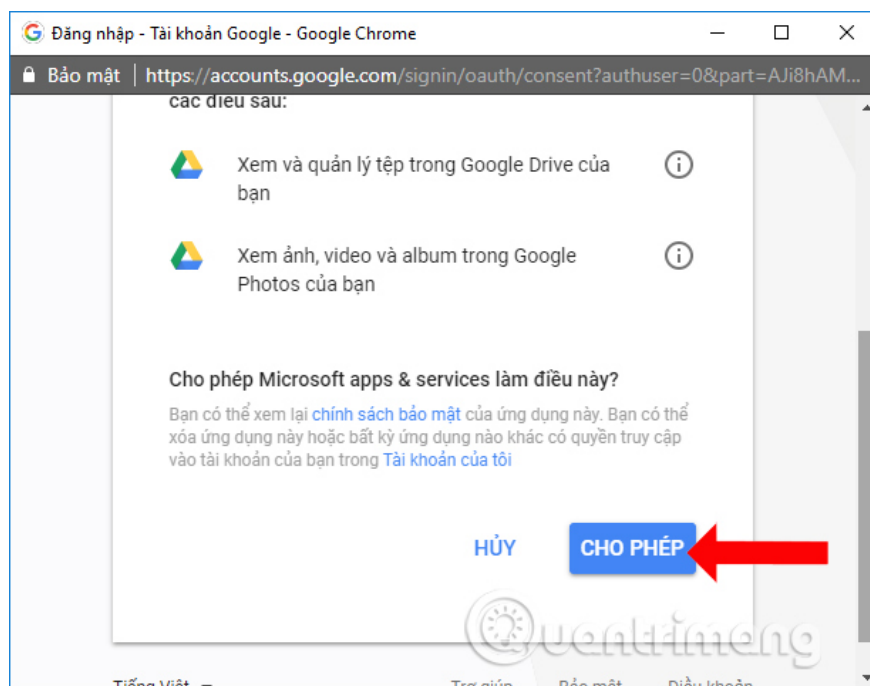
The contact list management interface in People will provide users with customizations to edit the contact list.



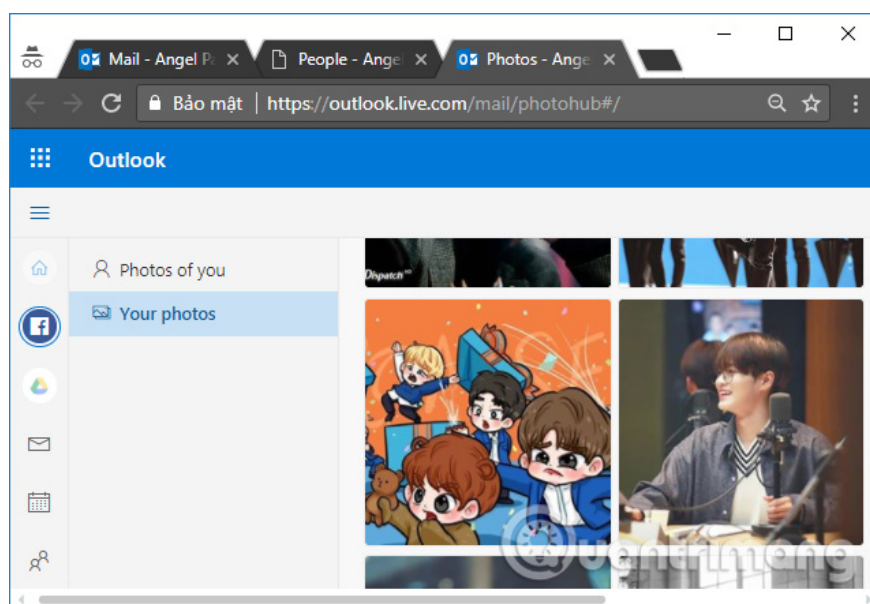
Step 7:

When clicking on **the image icon** on the left Outlook.com Beta interface, users will come with new features that link Google Drive and Facebook accounts to manage images,

First of all, you need to agree that **Microsoft can link to Google Drive or Facebook services** .

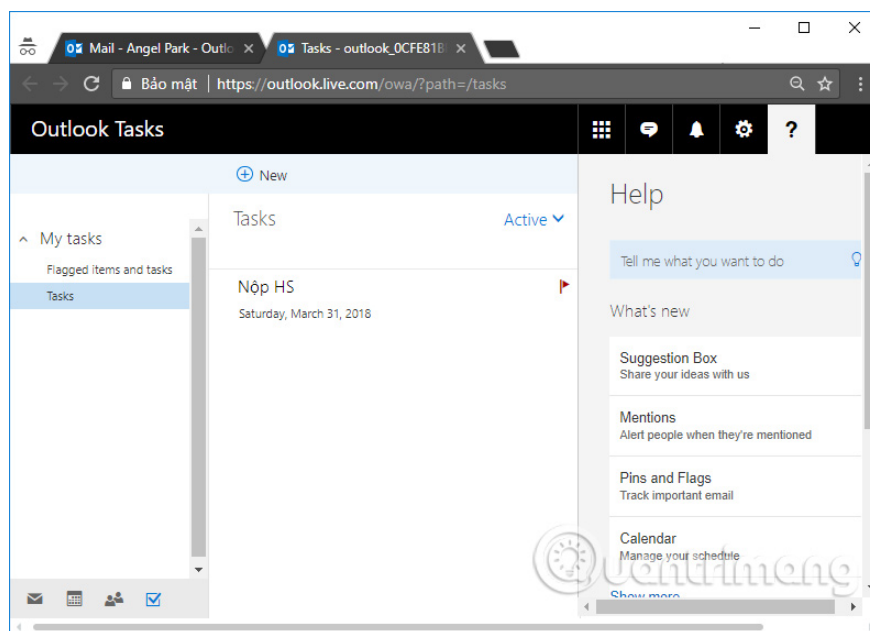


Wait for the download process on Outlook.com to be completed and you will see all images on your account, here is Facebook.



Step 8:

When clicking on **the Task icon** on the interface on the left side of the screen, we will be moved to the interface for managing notes and tasks on Outlook.com.



There are also many new features provided by Microsoft in this Beta, in addition to the basic features above. During use, you can switch back and forth between the two versions. Currently the manufacturer is still in the process of collecting user comments, so that the new version of Outlook.com can be launched in the near future.

See more:

1. Tips or troubleshooting connection problems on Outlook
2. One more way to fix a crashed Outlook, no response or inactivity
3. Email on Outlook is not synchronized on Windows 10, this is how to fix it

Hope this article is useful to you!

You finished reading the article "**How to use the Outlook.com Beta version**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.