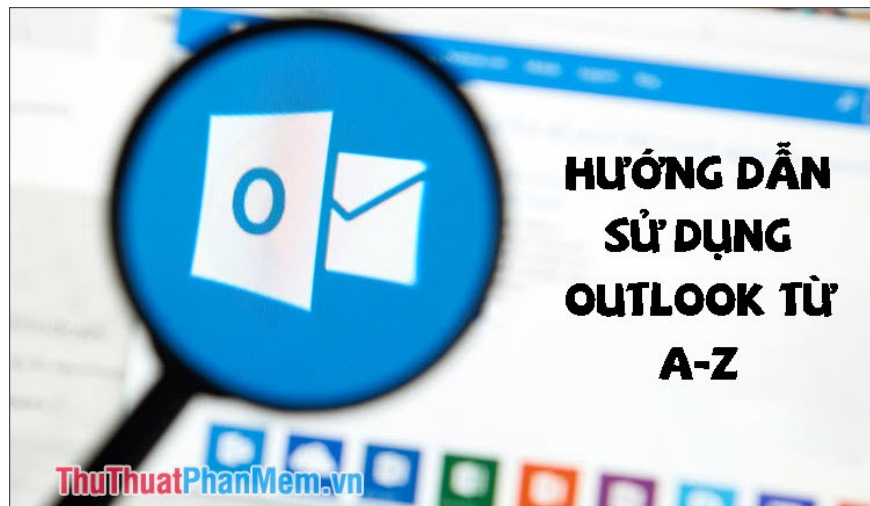


Instructions on how to use Outlook from AZ for beginners

Instructions on how to use Outlook from AZ for beginners. Outlook is a popular email service from Microsoft software company. In the office suite, the Microsoft Outlook application is one of the most appreciated applications that allows us to manage emails, calendars, notes, etc.

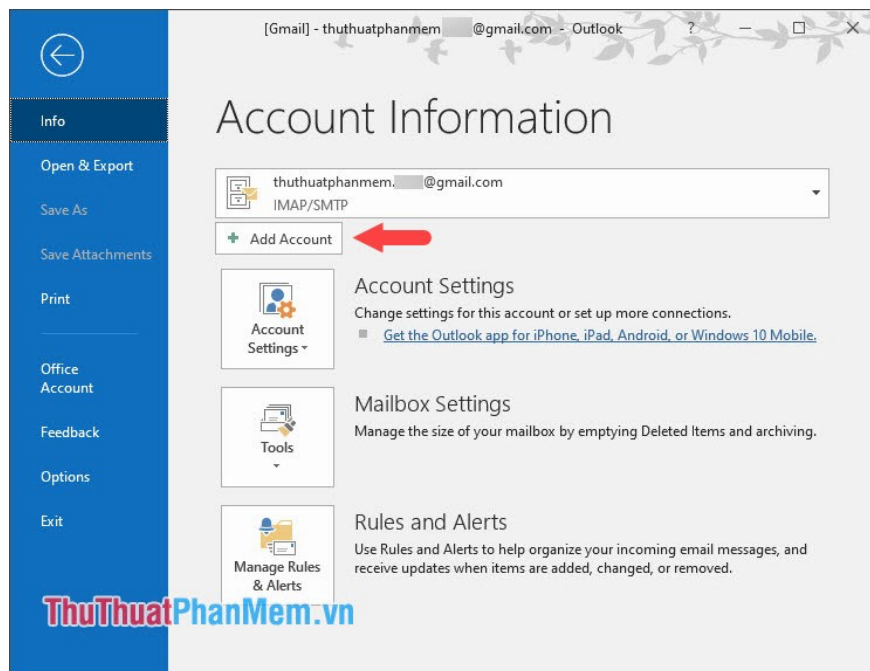
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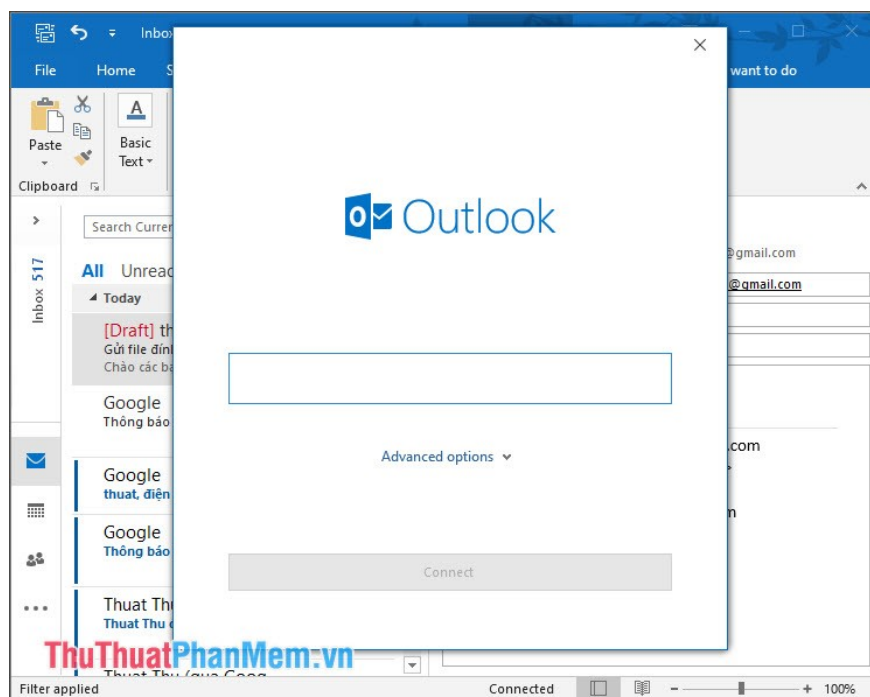
In the tutorial below, TipsMake.com will guide you to use basic Microsoft Outlook on PC. Invite you to track!

1. Add an account to Outlook

Step 1: You go to **File => Info => Add Account** .

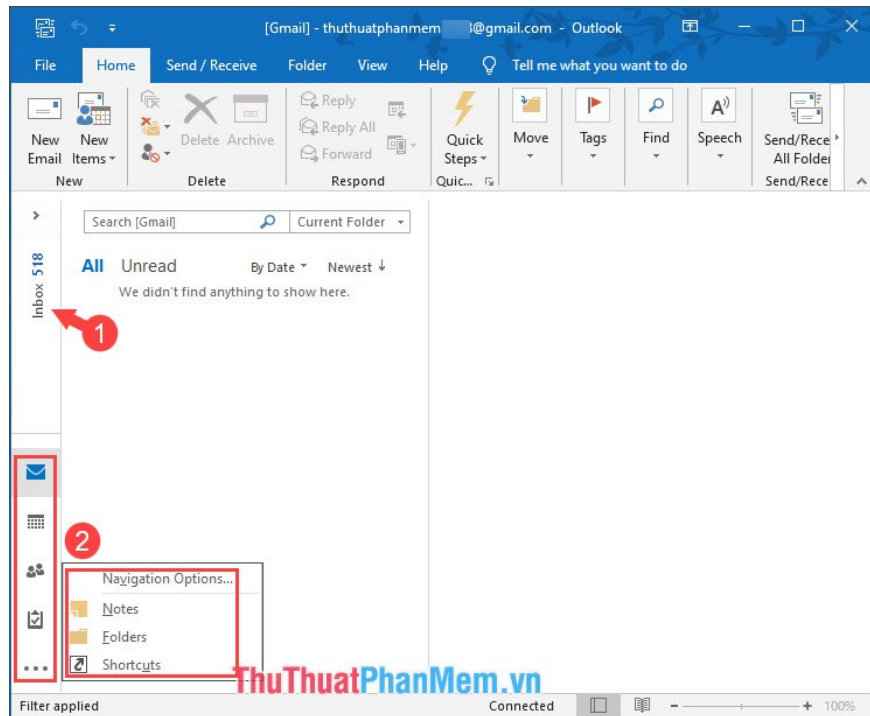


Step 2: You add any e-mail account to the Outlook application and then click **Connect** .



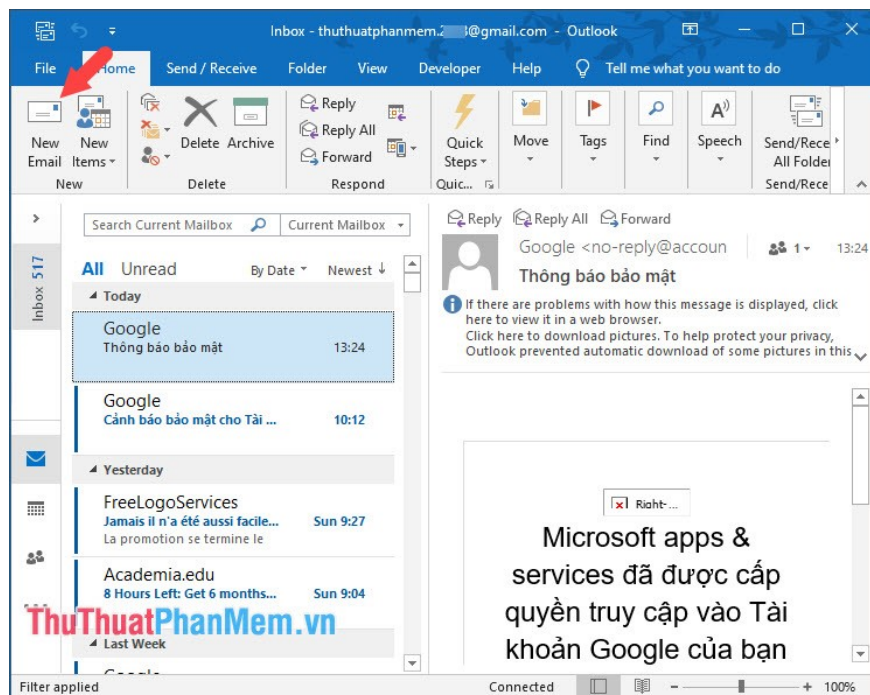
2. Quick navigation bar (Nagivation)

On the quick navigation bar in the left corner has functions such as checking **Inbox** (1) and some other utilities (2) in Outlook such as **Mail**, **Calendar** (Calendar), **People** (People), **Tasks** (Task), **Notes** (Notes), **Folder** (Folder).

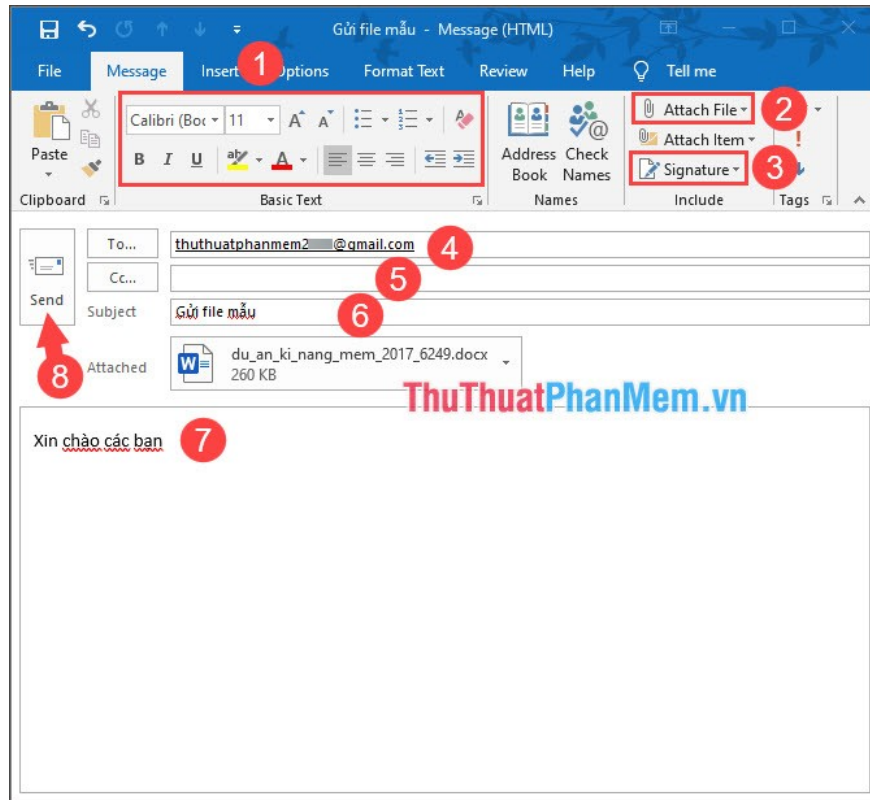


3. Compose E-mail with Outlook

Step 1: In the Email interface, we click on **New Email**.

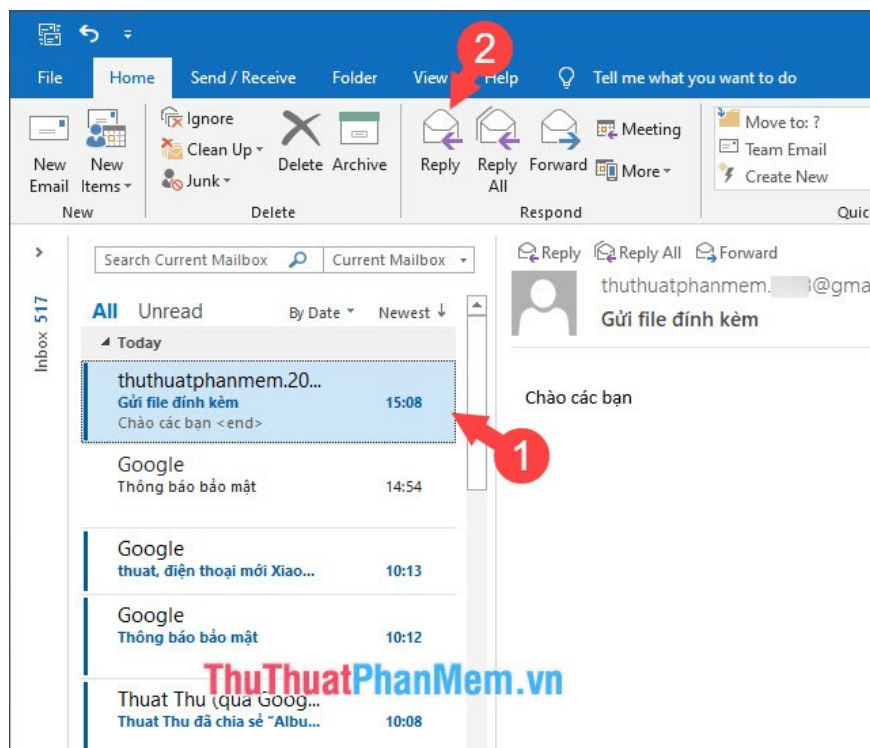


Step 2: We adjust the font format such as font, color, size . in section (1) . To add an attachment, we click on the **Attach File** (2) item . To insert a signature, click on **Signature** (3) . Next, we choose the email of the recipient (4) , make a copy and send it to another user (5) , set the subject (6) and write the contents of the Email (7) . Once completed, press **Send** (8) to send.

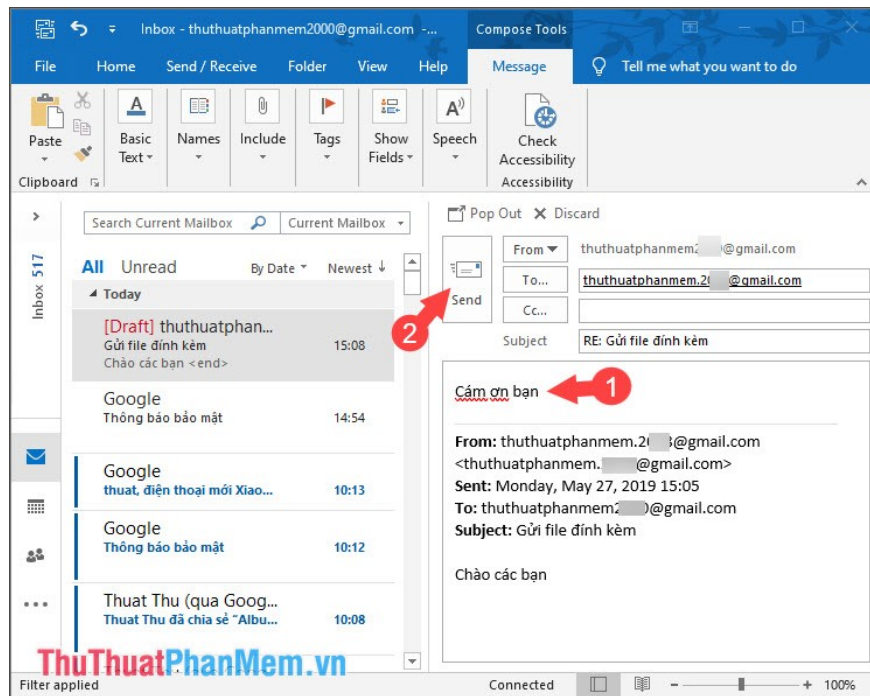


4. Reply to Email

Step 1: You select the Email to answer (1) and click on **Reply** (2) .

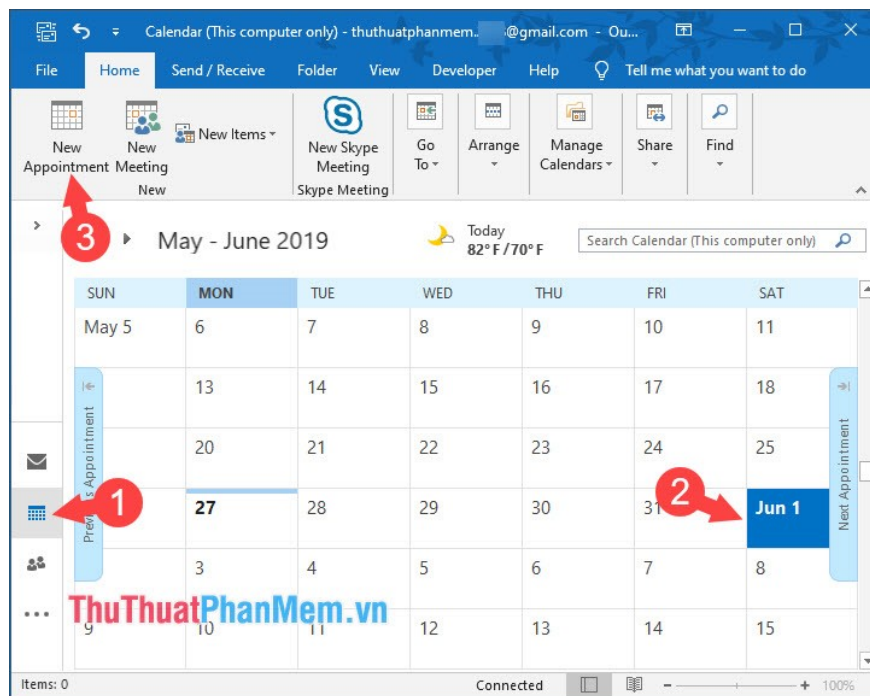


Step 2: In the Reply email interface, we enter the content to answer (1) and click **Send** (2).

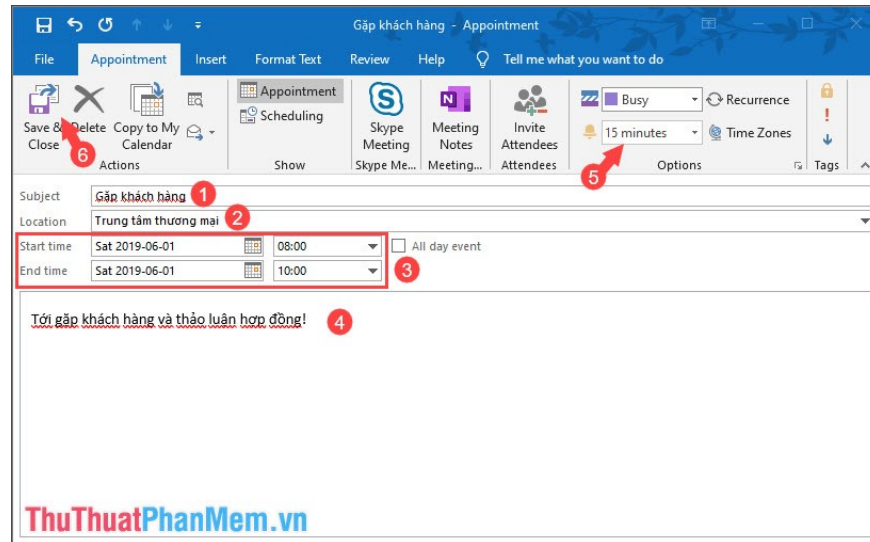


5. Create an appointment in Calendar

Step 1: You turn to the **Calendar** (Calendar) (1) and select a date you want to create an appointment (2) and select **New Appointment** (3).

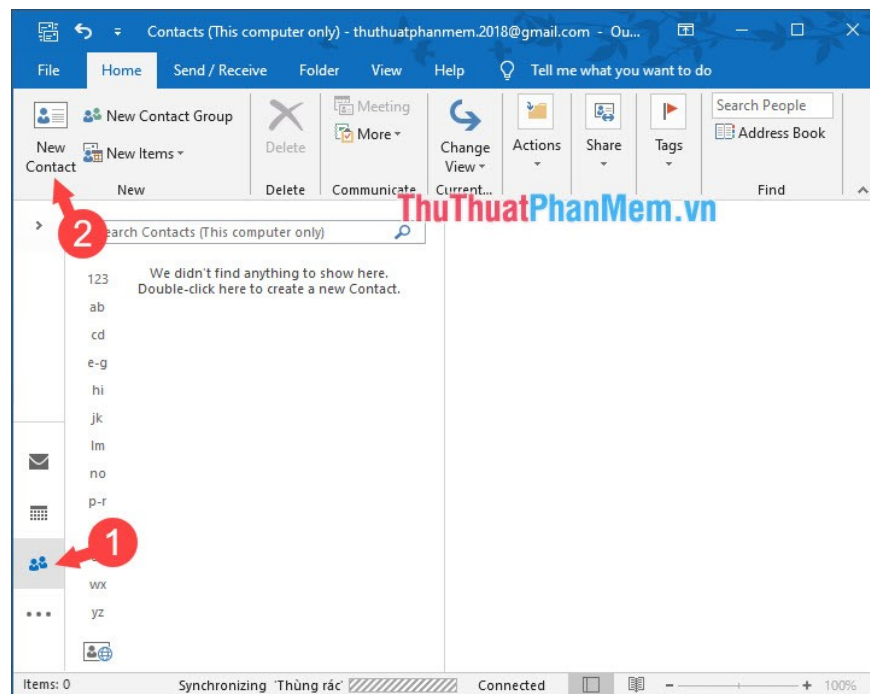


Step 2: You set the title (Subject) (1) , write the location to remember (Location) (2) , set the start time (Start time) and the end time (End time) (3) . Enter the appointment content (4) , then we can choose the time to repeat (5) . Finished, you click **Save & Close** (6) to save.

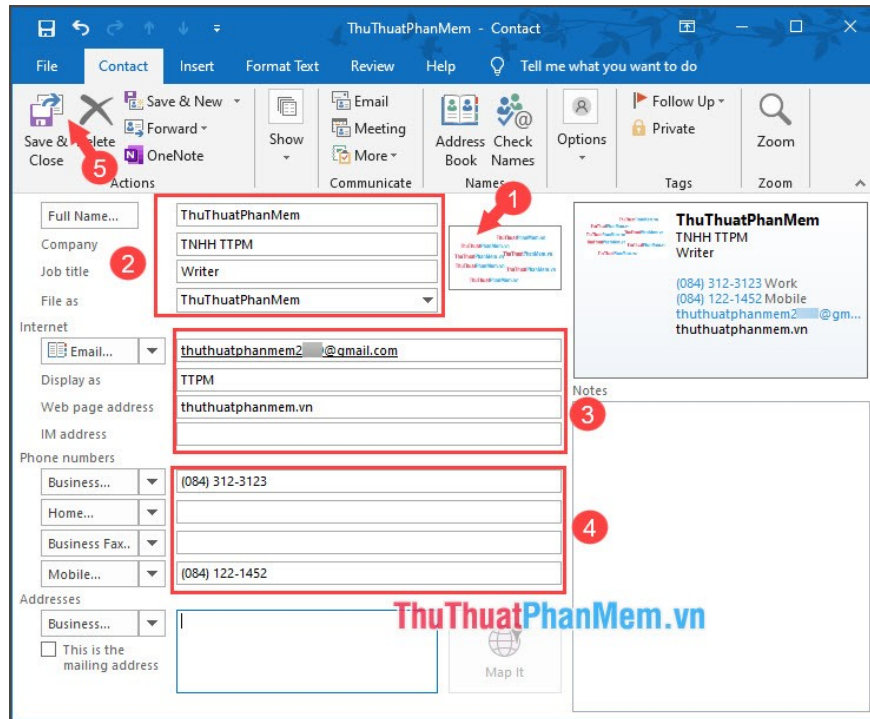


6. Create Outlook contacts in People section

Step 1: You switch to **People** (People) (1) and switch to the **New Contact** (2) .



Step 2: Click on box (1) to insert a avatar. In section (2) , we fill in information such as **full name** (Full Name .), company name (Company), **Profession** (Job title). **In section (3)** we set up some additional information such as e-mail address, websites. **Section (4)** , we save the personal phone number. Then click **Save & Close** (5) to save.



With the basic Outlook user guide for beginners shared in the article, we can easily familiarize and master some of the basic and useful functions of Outlook in a few steps. Please visit [TipsMake.com](https://www.tipsmake.com) regularly to update the latest technology knowledge and tips!

You finished reading the article "**Instructions on how to use Outlook from AZ for beginners**" edited by the [TipsMake](https://www.tipsmake.com) 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.