

Tech That Works For U

Outlook Varieties – Which Version is Right for You?

Who We Are

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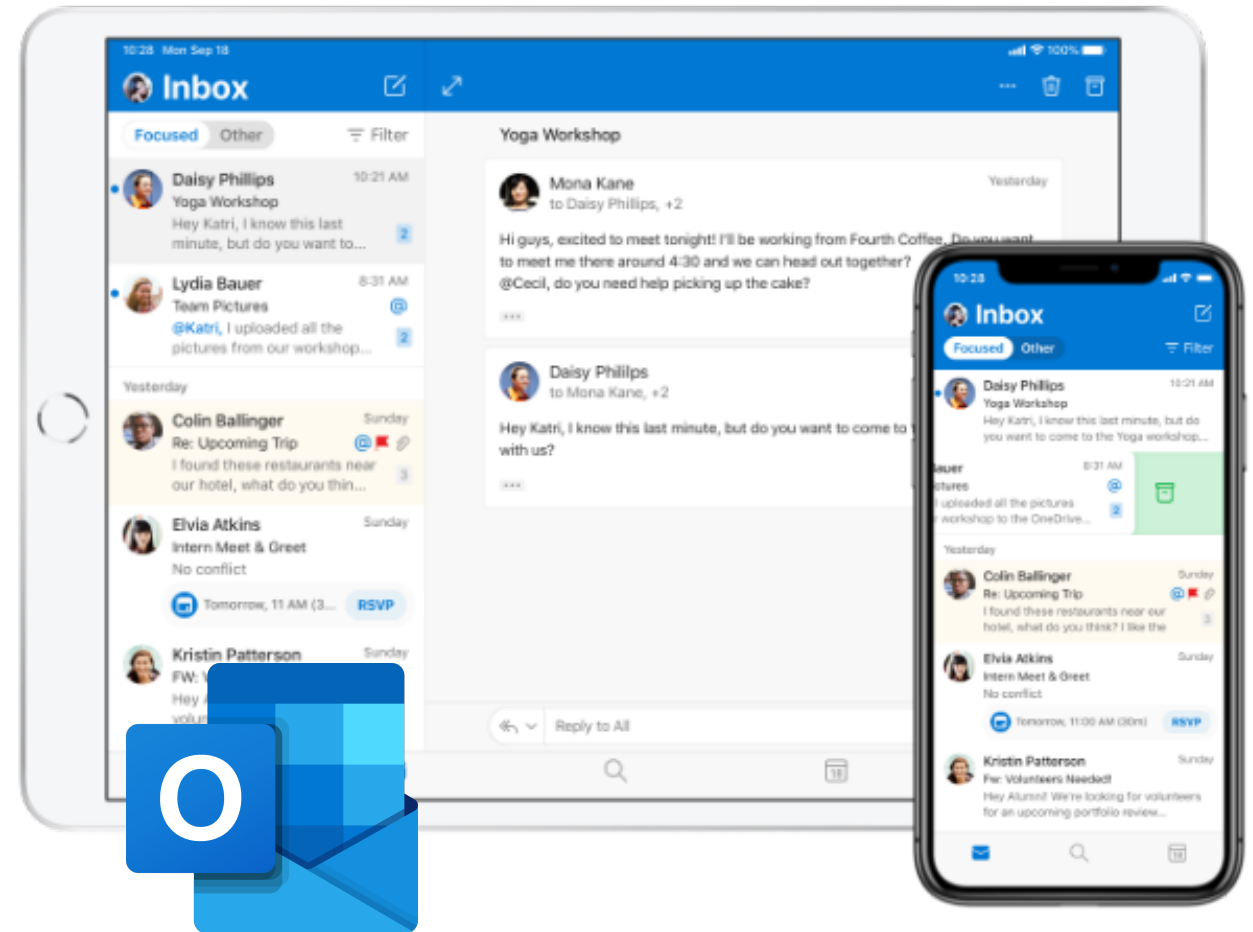
- **What is Outlook?**
- **Outlook Tips and Tricks**
- **Outlook Desktop App for PC and Outlook on the web (OWA)**
- **Outlook Desktop App for Mac**
- **Outlook Mobile App**
- **Next Steps**

What is Outlook?

What is Outlook?

Microsoft Outlook brings your email, calendar, contacts, and more together in one place.

- Organize email to focus on the messages that matter most.
- Manage and share your calendar.
- Share files from the cloud so recipients always have the latest version.
- Stay connected and productive wherever you are.
- Track and stay on top of your tasks.



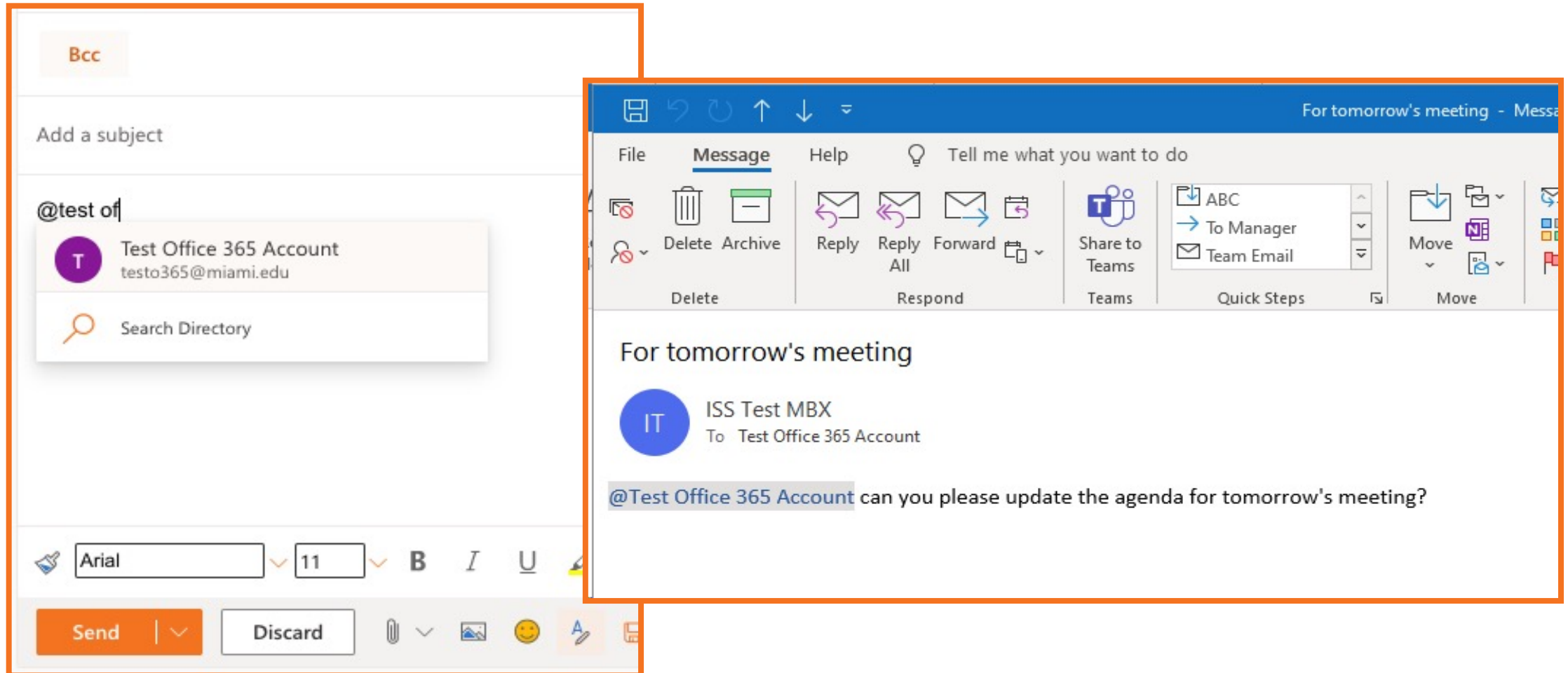
Different Versions of Outlook

Outlook Desktop Apps	Outlook on the web	Outlook Mobile App
Full-featured email and calendar app, optimized for PCs and laptops	Quick access to your email, calendar, and contacts on any computer with an Internet connection	Provides basic email and calendaring optimized for mobile devices
Best for heavy email and calendar users	Use if you're not using your own computer or if the desktop app runs slowly on your computer	Use when you're on-the-go and need to perform quick and easy functions
Works on PC, Mac, and Surfaces	Works on any web browser	Works on most Android and iOS devices
Can download from http://portal.office.com	Can access at http://email.miami.edu or http://mail.mami.edu	Can download the Microsoft Outlook app for Android and iOS from phone's app store

Outlook Tips and Tricks

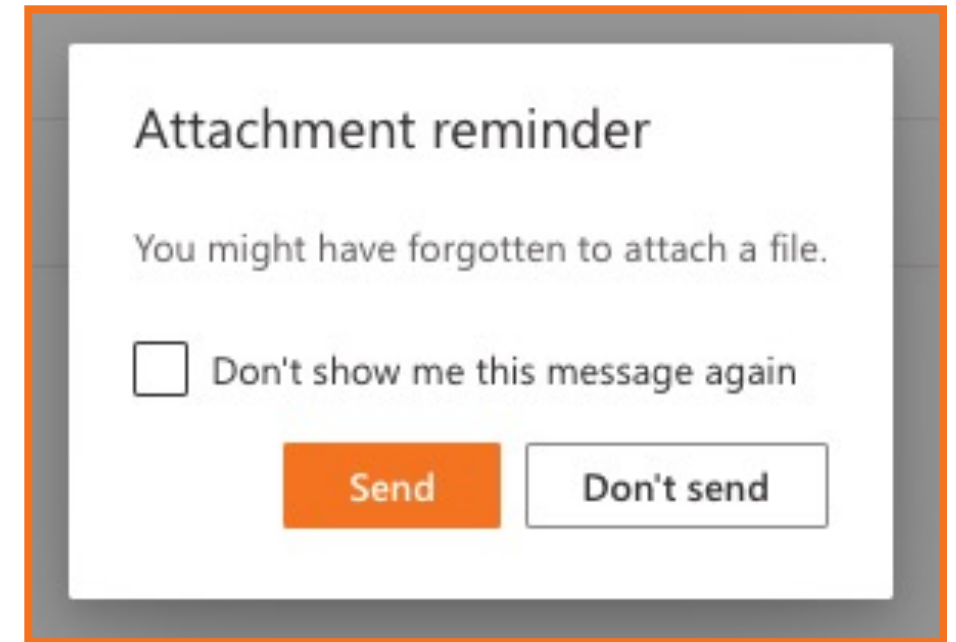
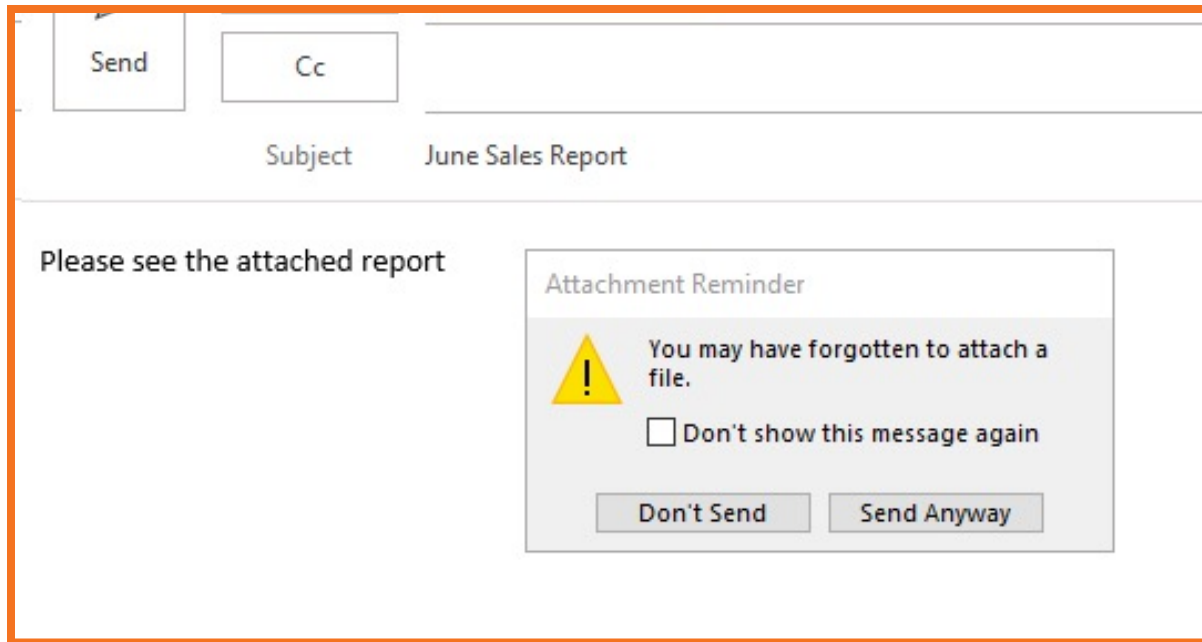
@mentions

To grab someone's attention, type the @ symbol, followed by their name.



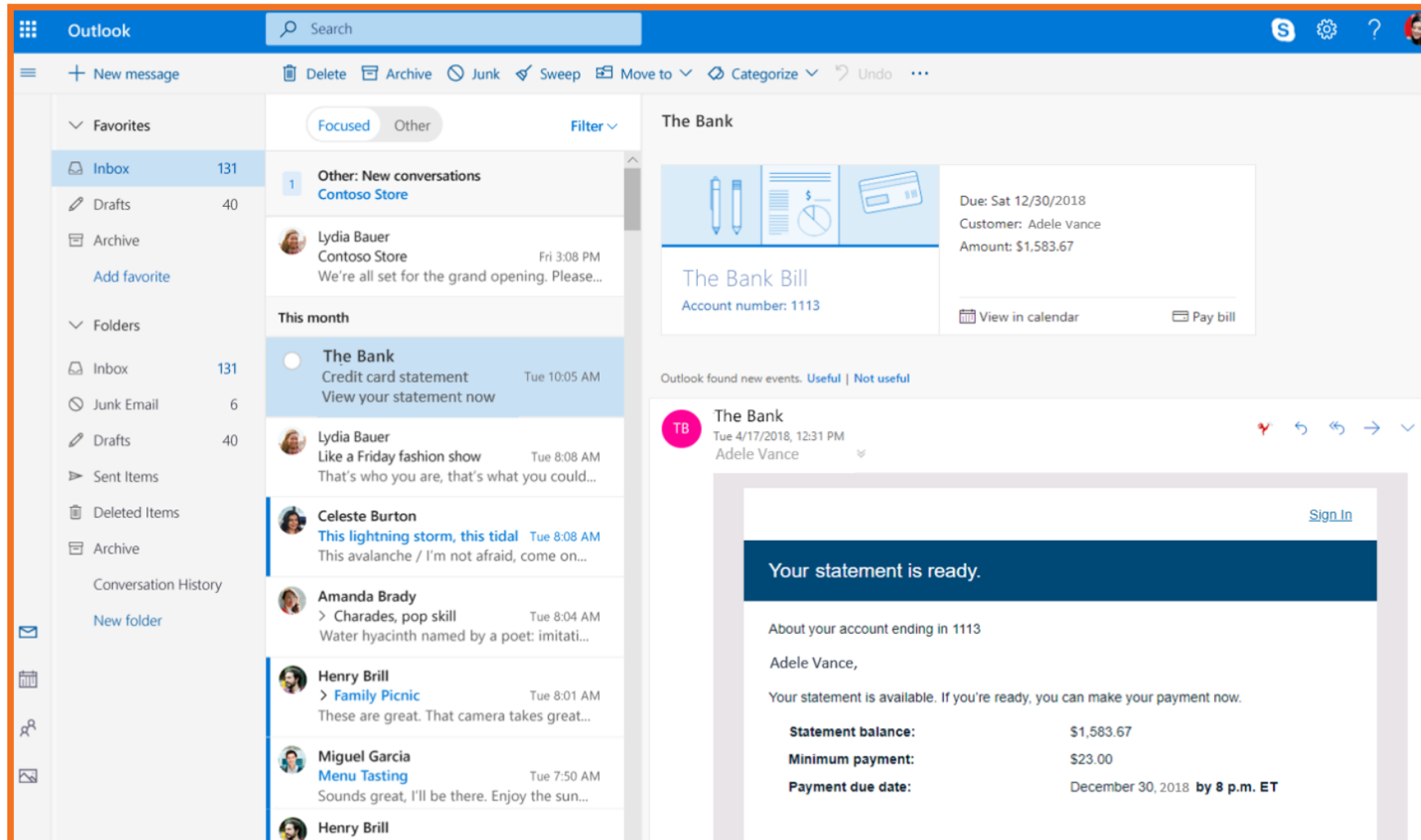
Email Attachment Reminders

Based on the body of your message, a reminder appears suggesting you may have forgotten an attachment.



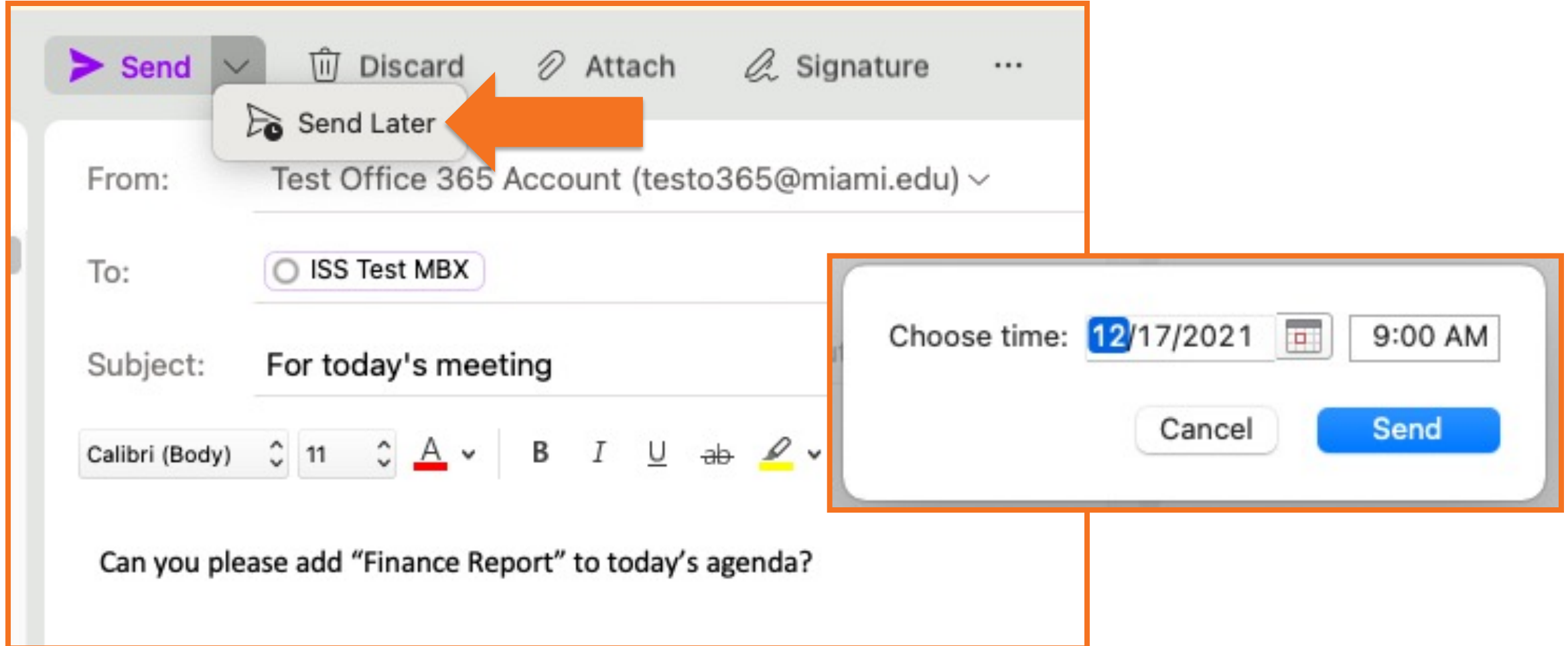
Auto-Add Events To Calendar

Outlook automatically retrieves important events from your email for supported senders and automatically adds the items to your calendar.



Schedule Emails – Delay Delivery

Schedule emails to be sent at a later date and time instead of sending them immediately.

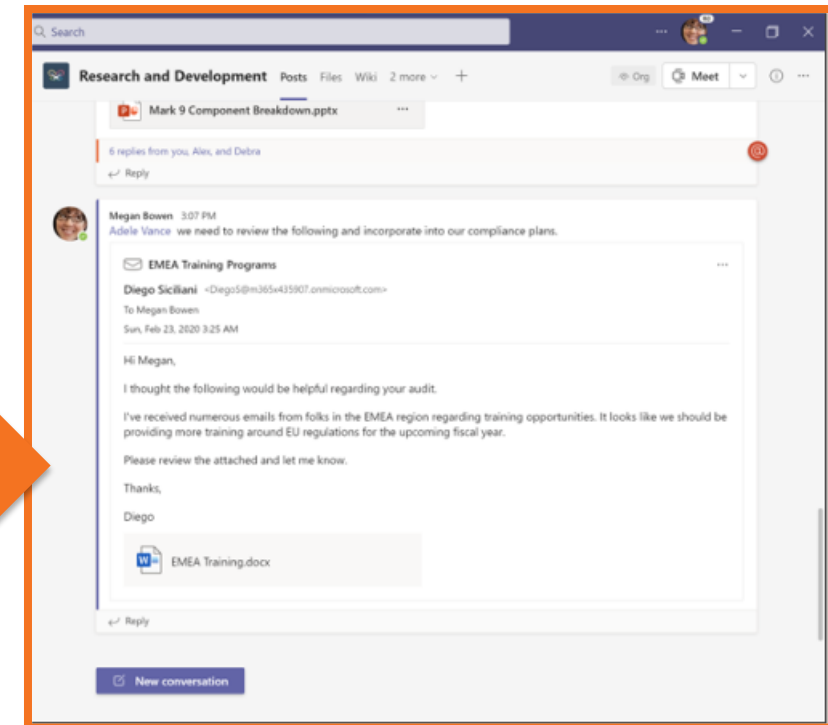
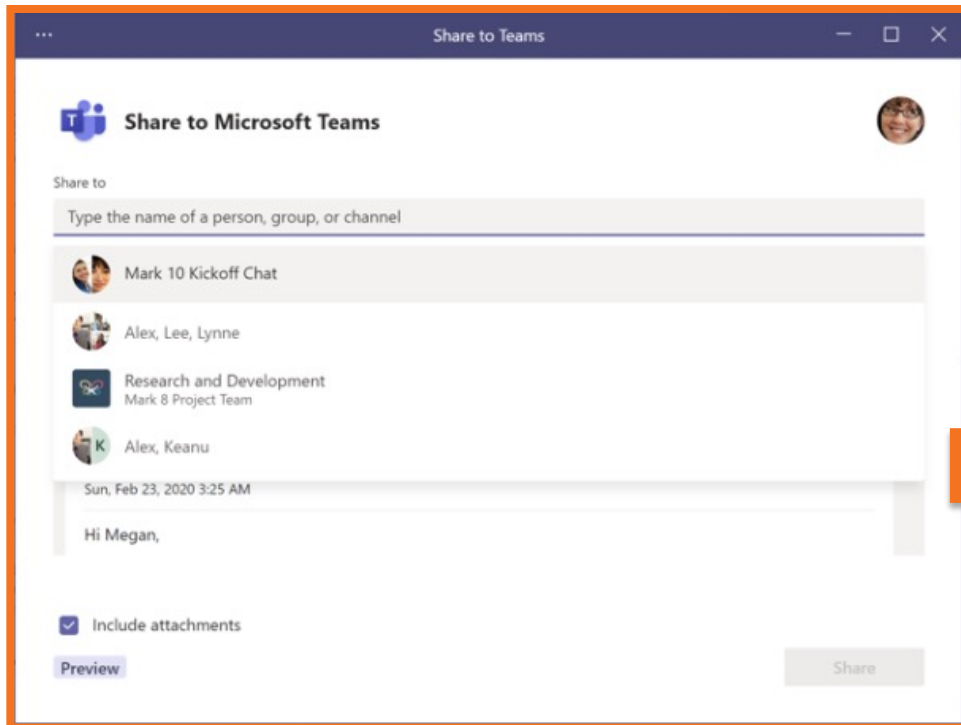
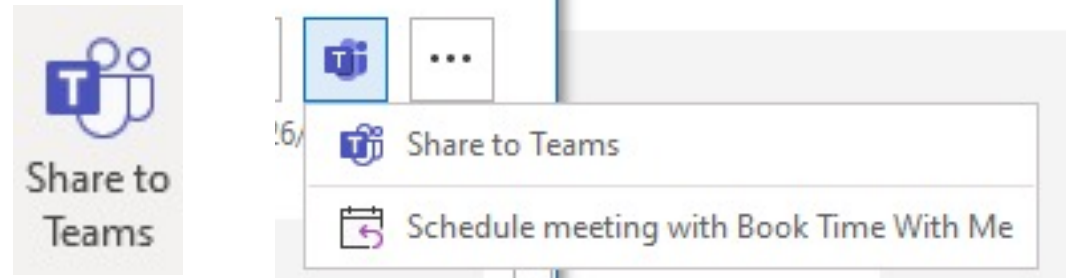


The image shows an email composition window with the following details:

- Send Menu:** A dropdown menu is open from the 'Send' button, showing options: 'Send Later' (highlighted with an orange arrow), 'Discard', 'Attach', 'Signature', and a more options icon.
- From:** Test Office 365 Account (testo365@miami.edu) ▾
- To:** ☐ ISS Test MBX
- Subject:** For today's meeting
- Formatting:** Calibri (Body), size 11, bold (A), italic (B), underline (U), and a yellow highlighter icon.
- Body Text:** Can you please add "Finance Report" to today's agenda?
- Scheduling Dialog:** A separate window titled 'Choose time:' is shown on the right. It contains a date field set to '12/17/2021' (with a calendar icon), a time field set to '9:00 AM', and 'Cancel' and 'Send' buttons.

Share To Teams

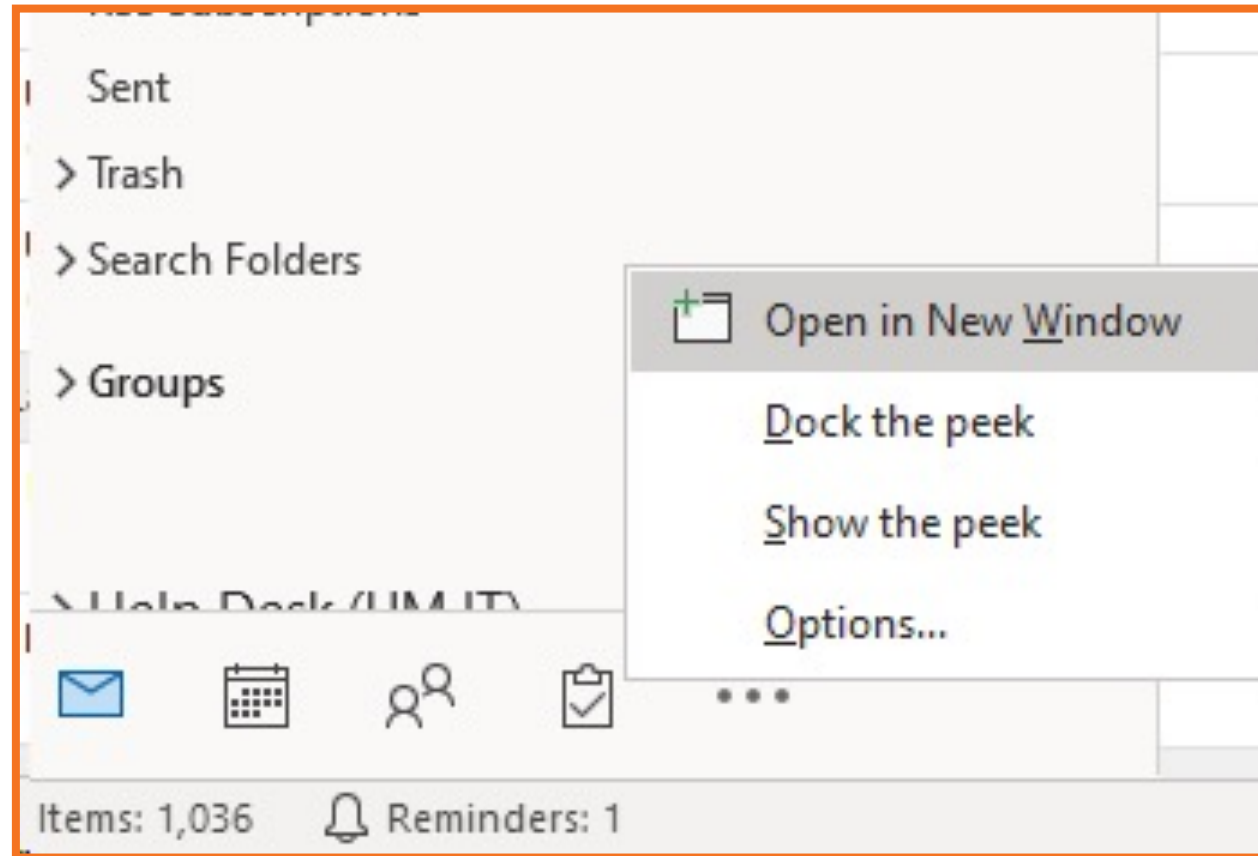
Quickly share emails from Outlook or Outlook the web to a Teams chat or channel.



Outlook Desktop App for PC & Outlook on the web (OWA)

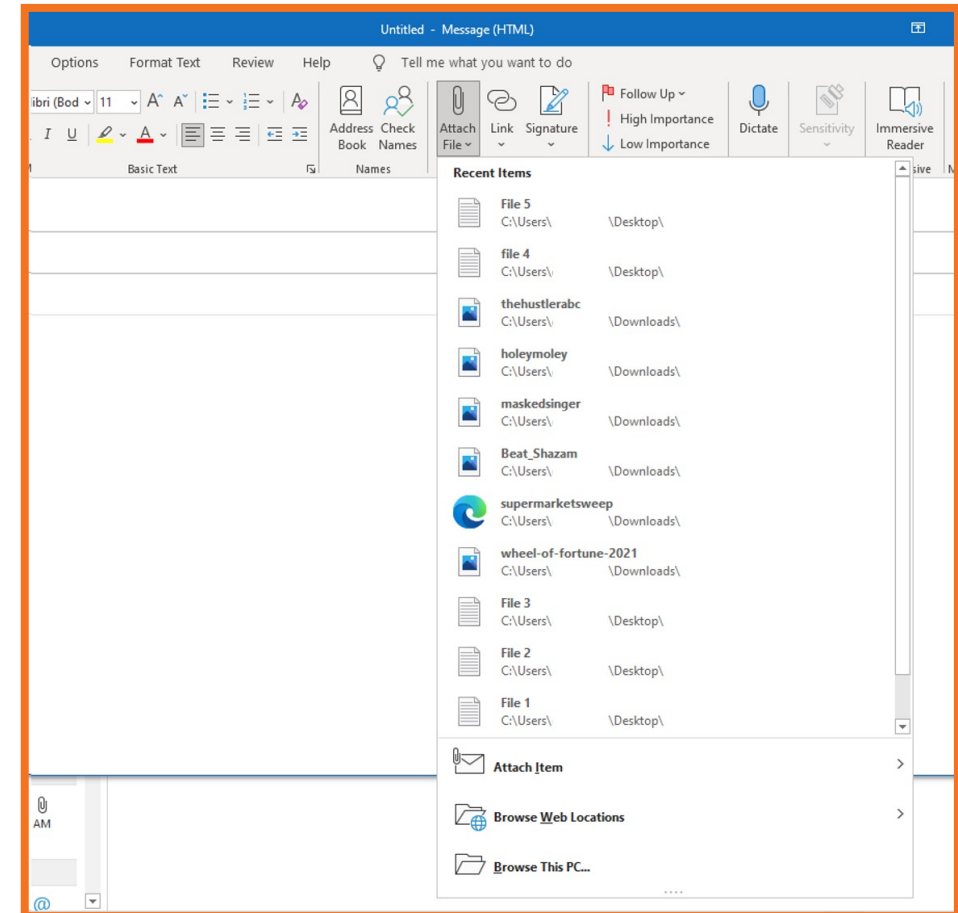
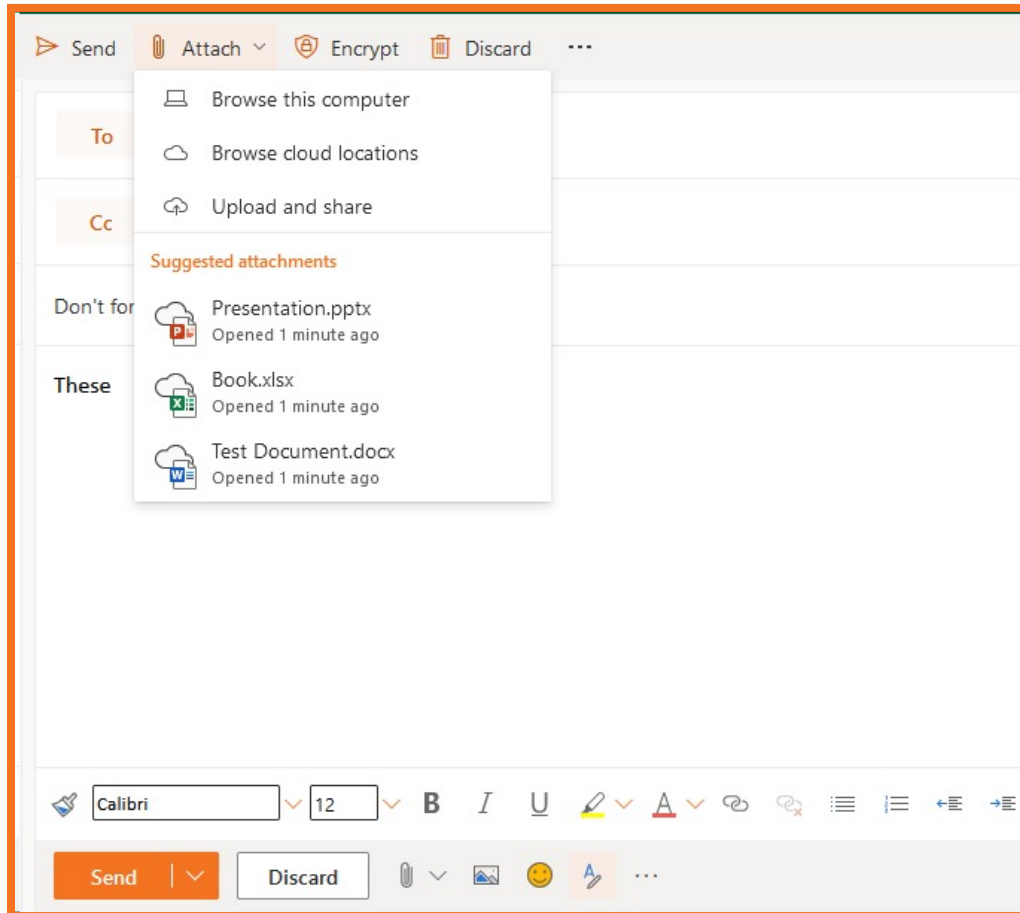
Open Multiple Windows

Quickly switch back and forth between different messages, appointments or sections (ex. Mail, Calendar, and Contacts)



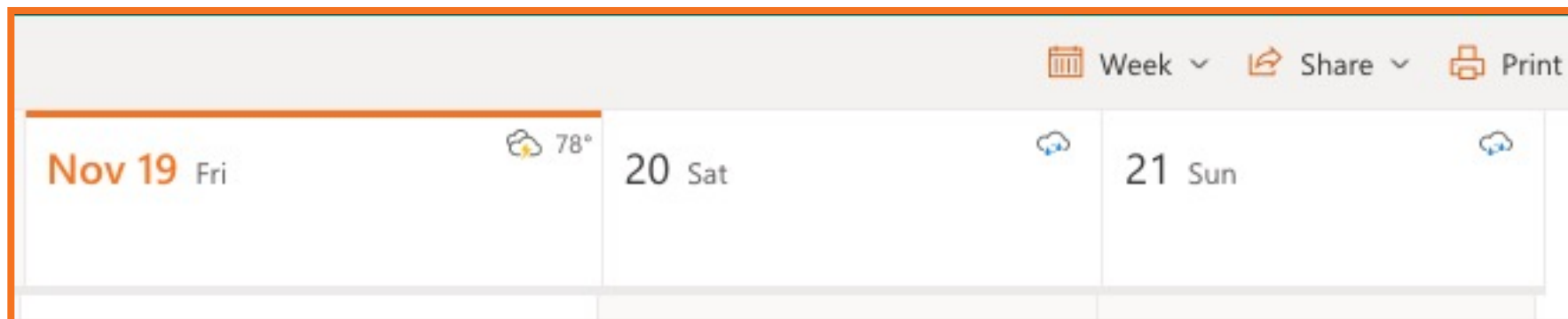
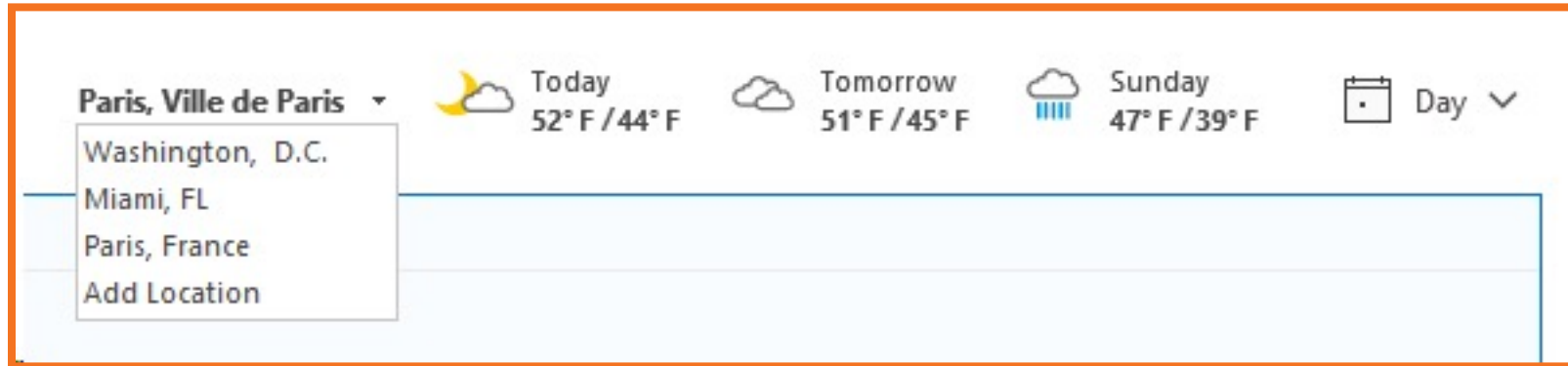
Attach OneDrive Files Or Other Recent Items

Attach files from your computer, OneDrive, or other storage locations to email messages and calendar events and share them with others.



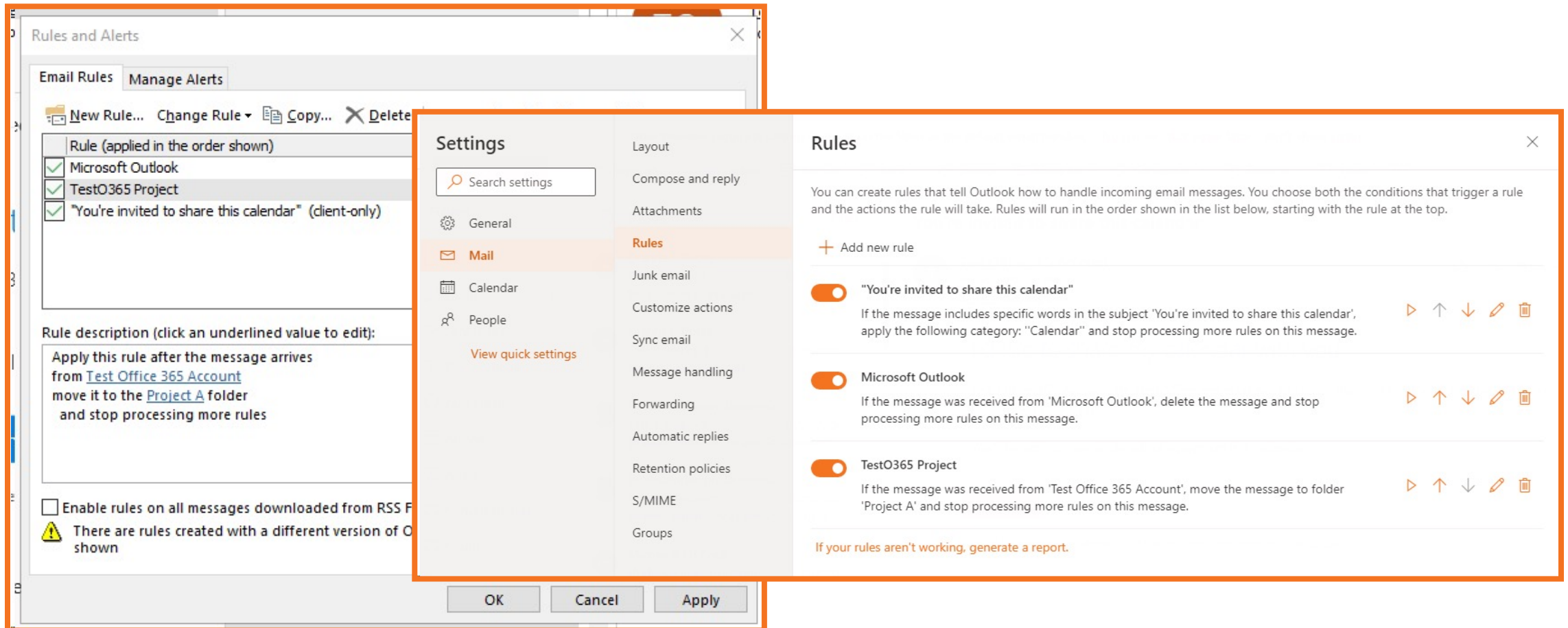
View The Weather

View the weather for a specific location within Calendar using the Weather Bar.



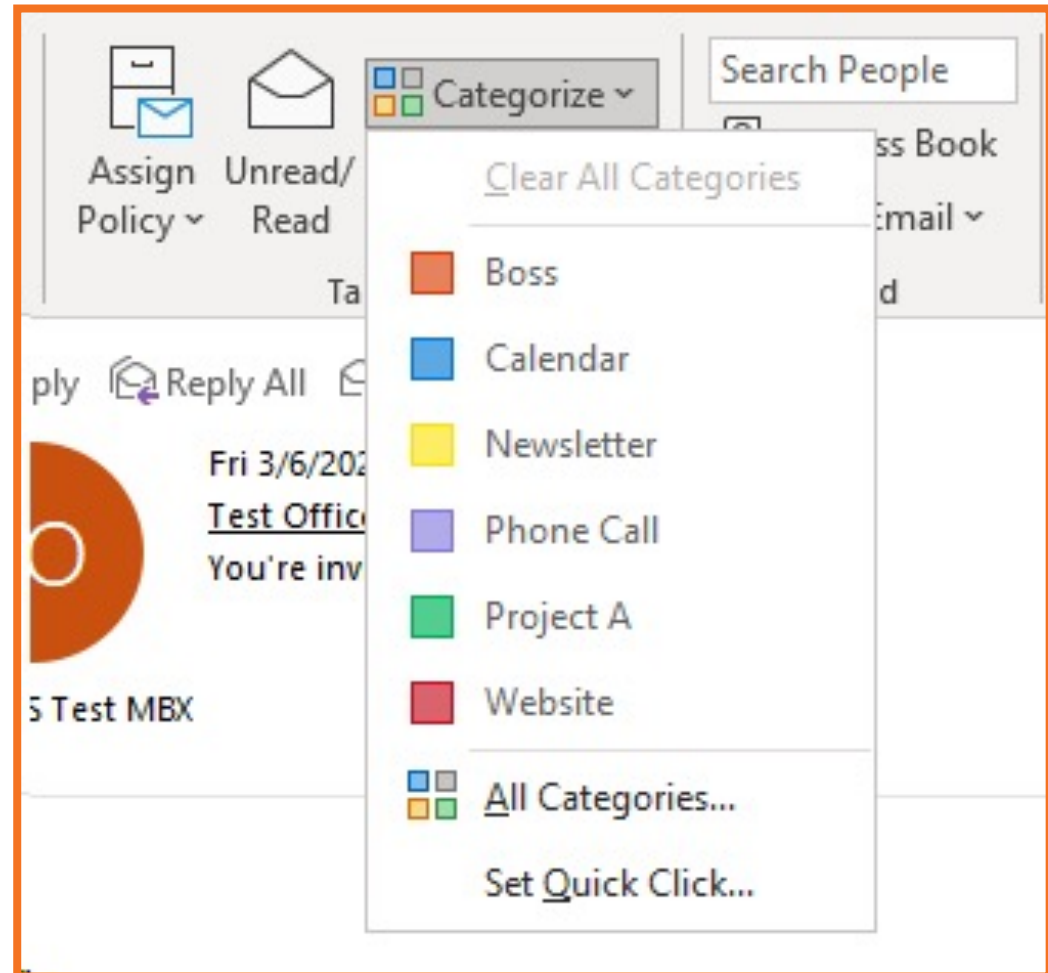
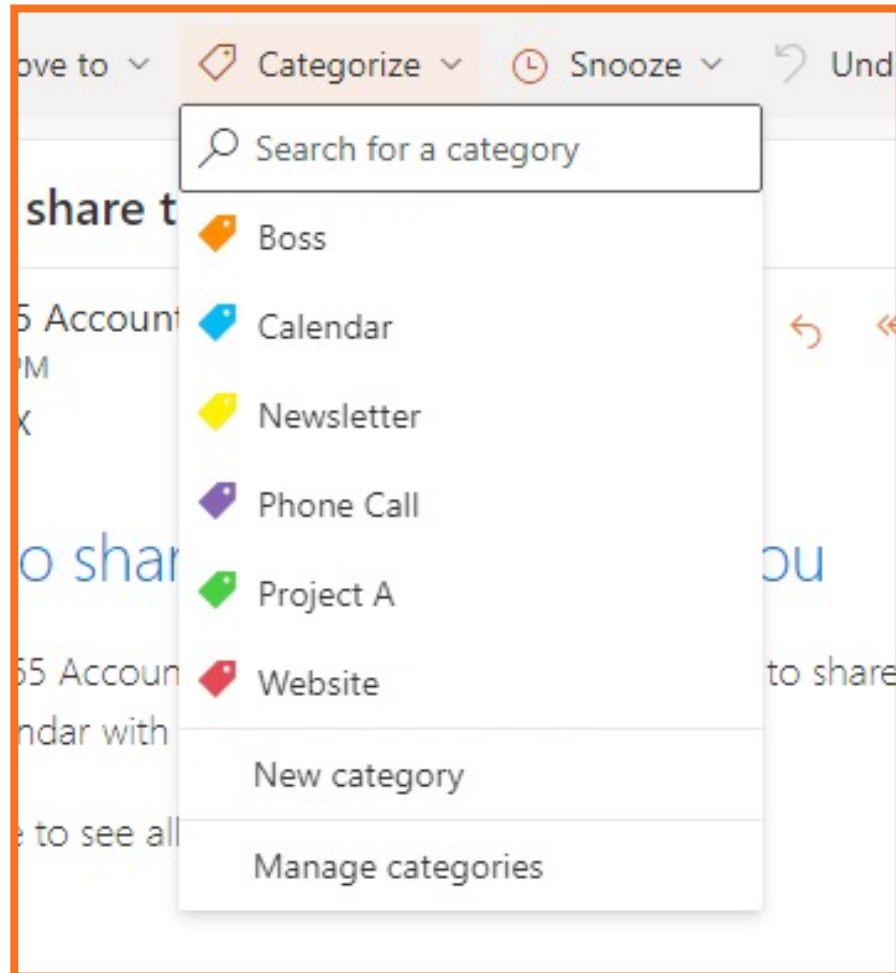
Create and Manage Rules

Rules allow you to move, flag, and respond to email messages automatically. You can also use rules to play sounds, move messages to folders, or display new item alerts.



Categories

Use color categories to easily identify and group associated items in Microsoft Outlook.



Desktop For PC Only Features

Voting Buttons

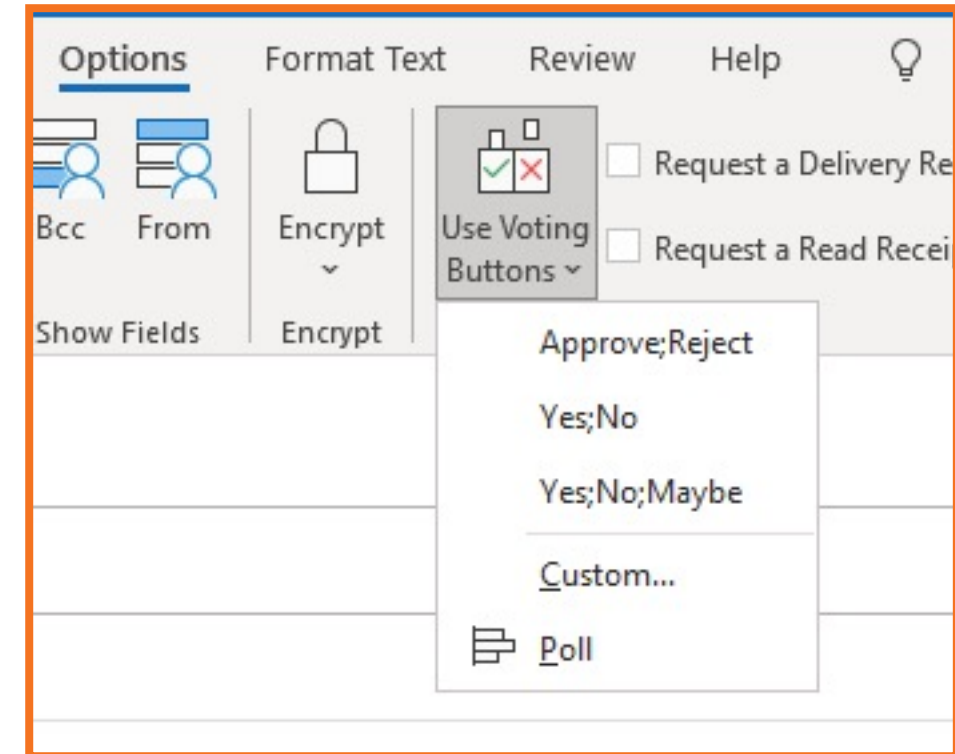
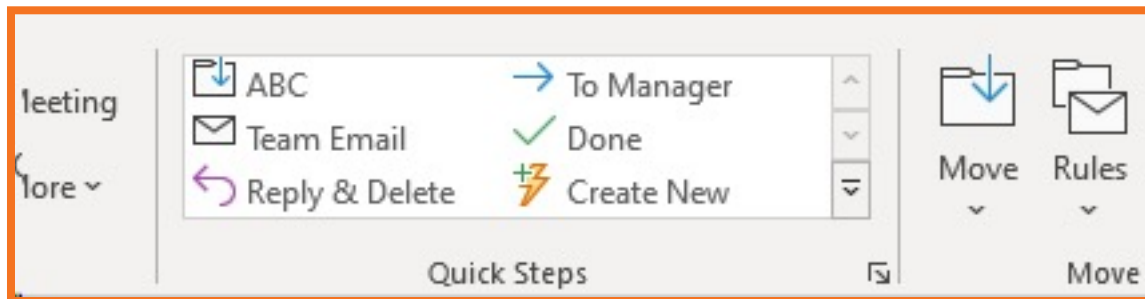
- Easily poll recipients and tabulate their votes.

Conditional Formatting

- Make messages that meet certain conditions stand out in the message list by using color, fonts, and styles.

Quick Steps

- Apply multiple actions at once with the click of a button.



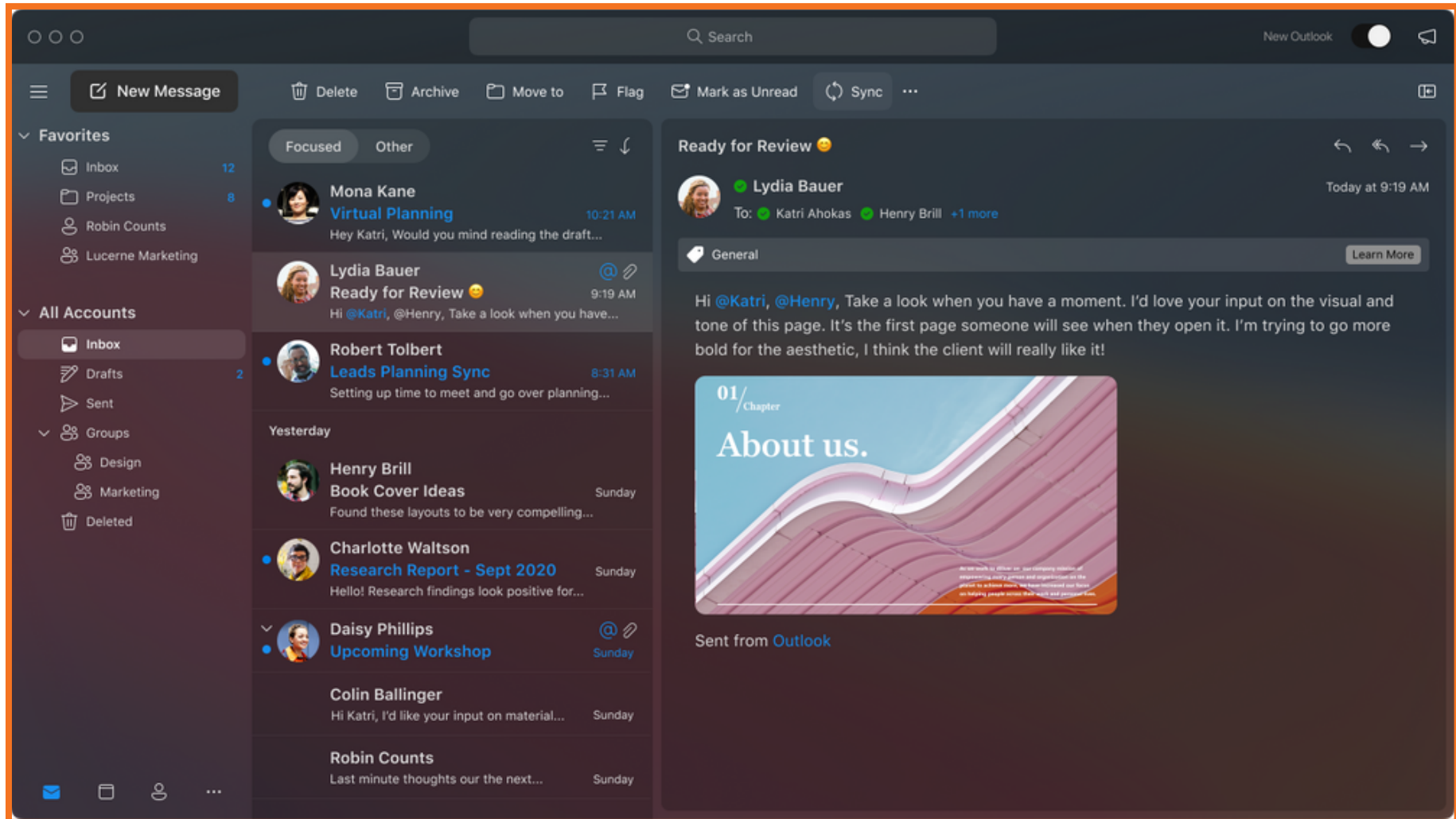
Demo



Outlook Desktop App for Mac

“New Outlook”

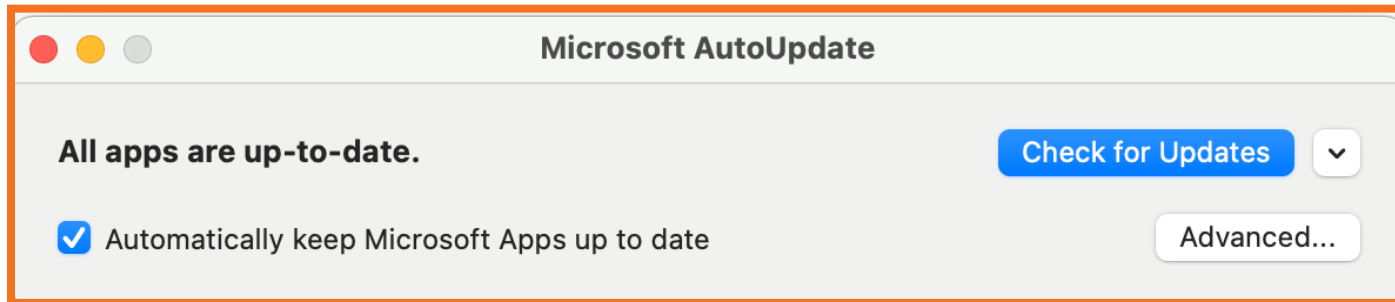
Preview the upcoming Outlook for Mac design and currently supported features by toggling on “New Outlook.”



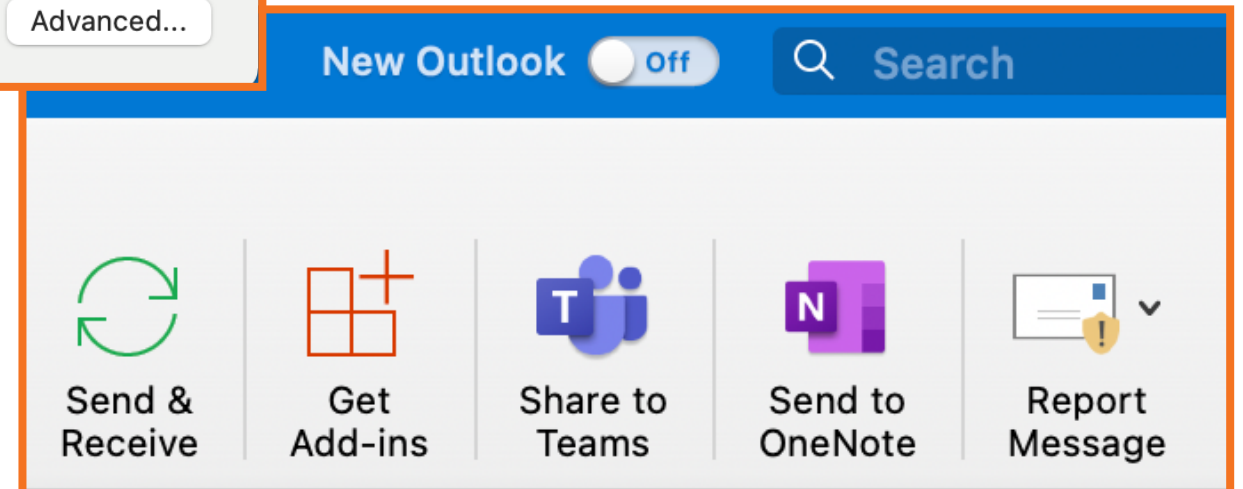
“New Outlook”

Preview the upcoming Outlook for Mac design and currently supported features by toggling on “New Outlook.”

- Open Outlook, click **Help > Check for Updates** to install the latest Outlook updates.
- In Outlook turn on the **New Outlook** switch.



New Outlook is still a work-in-progress and has limitations.



“New Outlook” Features

Recent additions to New Outlook

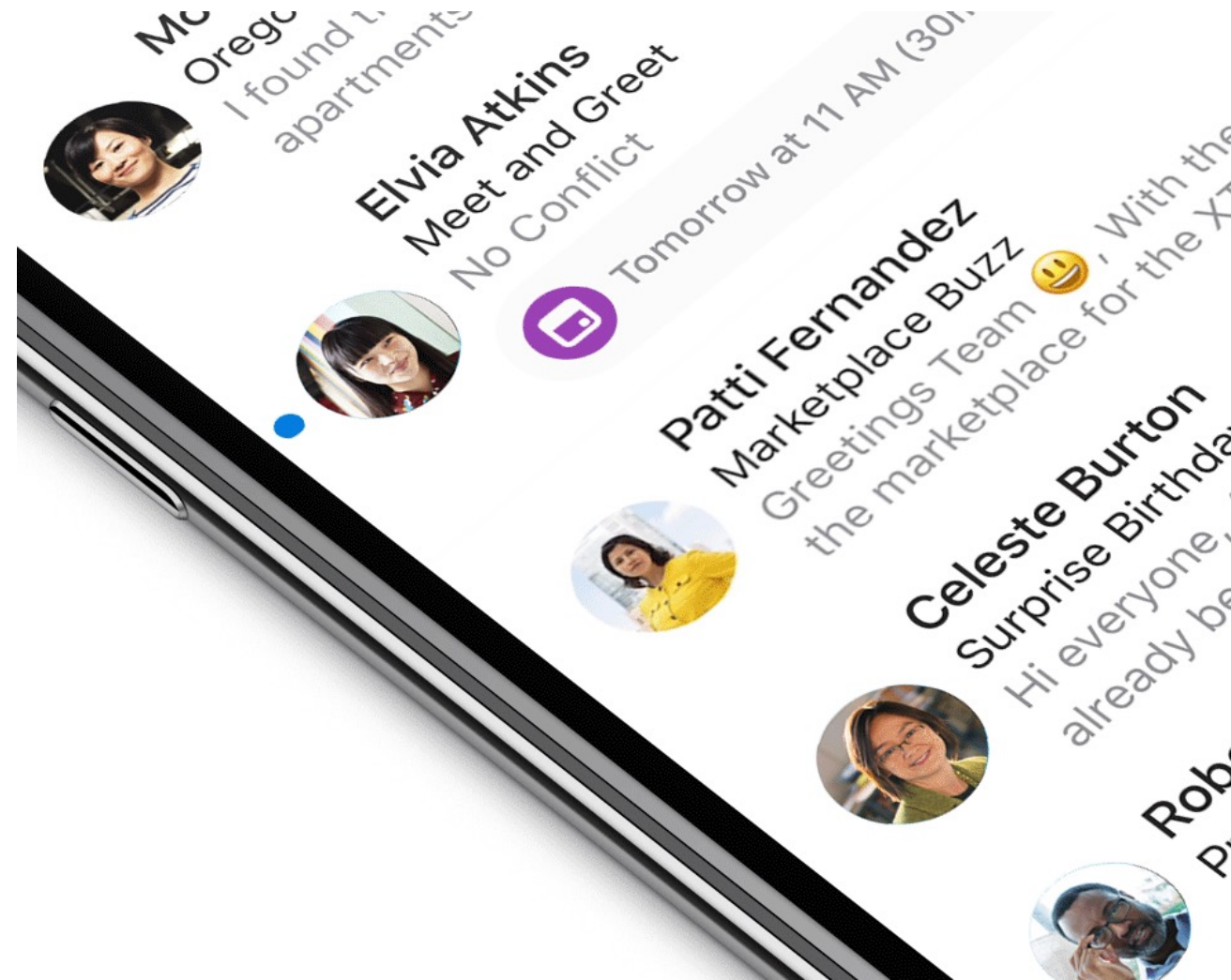
- Add shared mailboxes
- Apply theme colors
- Customizable toolbar
- Ignore Conversation
- Improved event scheduling
- Improved search
- Improved RSVP to meetings
- MailTips
- Meeting Insights
- Microsoft 365 Groups
- My Day
- Nested compose in the Reading Pane
- Online Archive
- Pin items to the top of folders
- Reorganize the sidebar
- Snooze
- “Working elsewhere” status

Outlook Mobile App

Set Swipe Options

Use Outlook mobile's swipe right/left feature to easily manage your inbox.

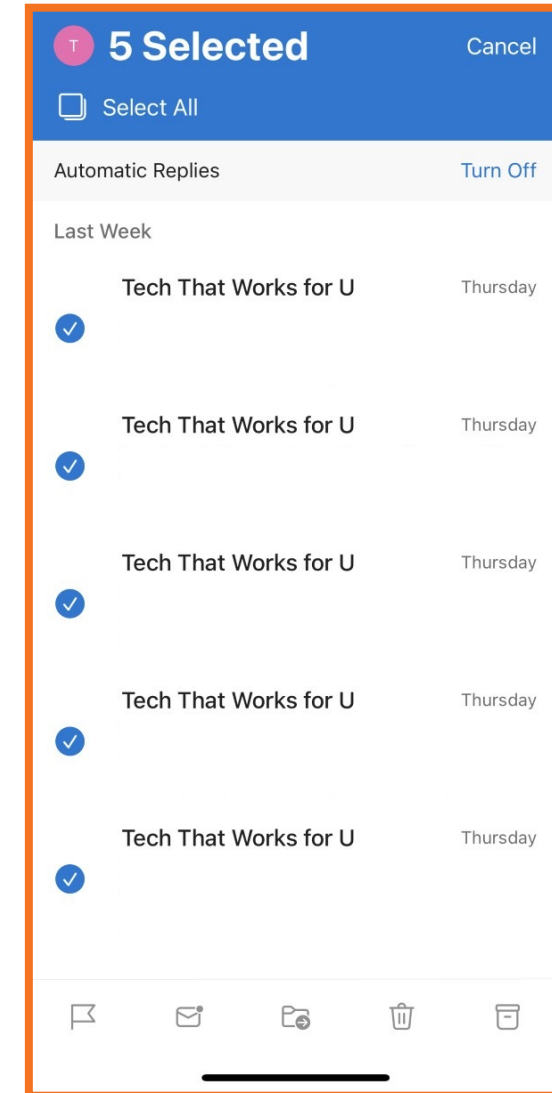
- Delete
- Archive
- Flag/Unflag
- Mark as Read/Unread
- Move
- Snooze
- Read & Archive
- None



Bulk Actions

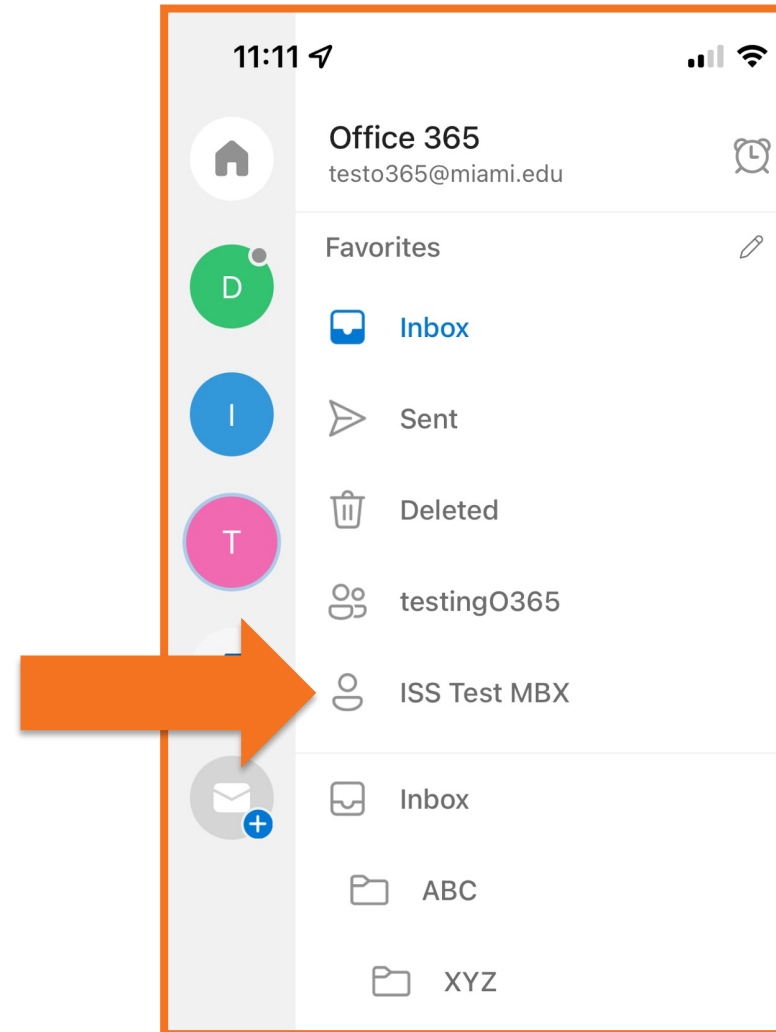
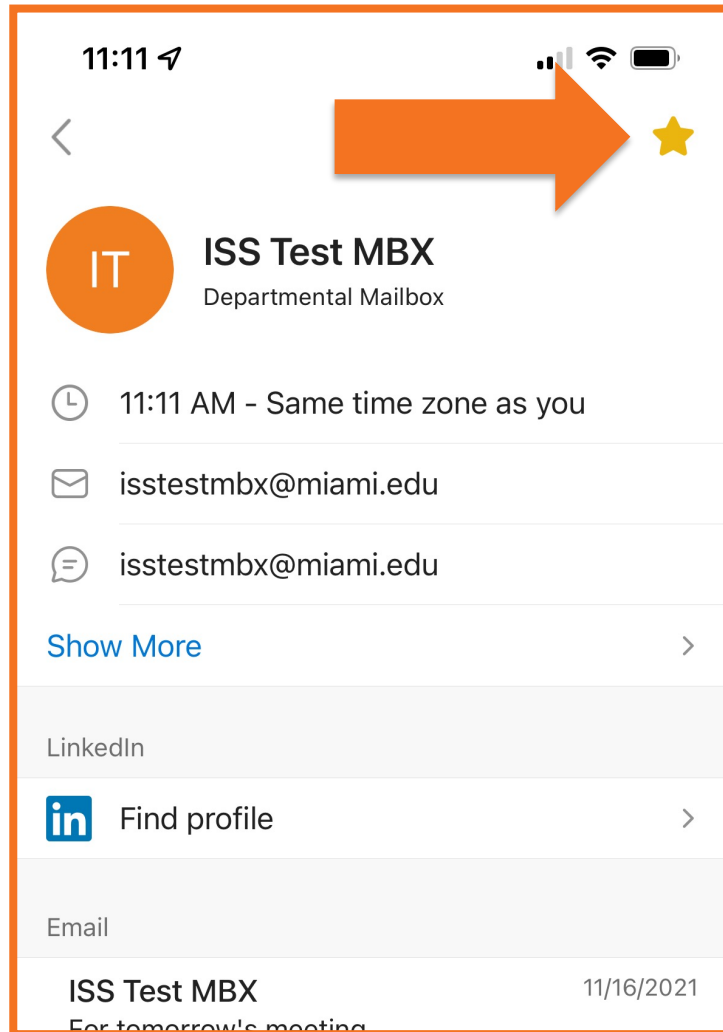
To help clean up your inbox, perform the same action on multiple items.

- In your message list, long press a message.
- Tap the desired messages or tap **Select All**.
- Choose the action you wish to apply from the bottom bar.



Set Favorites Contacts

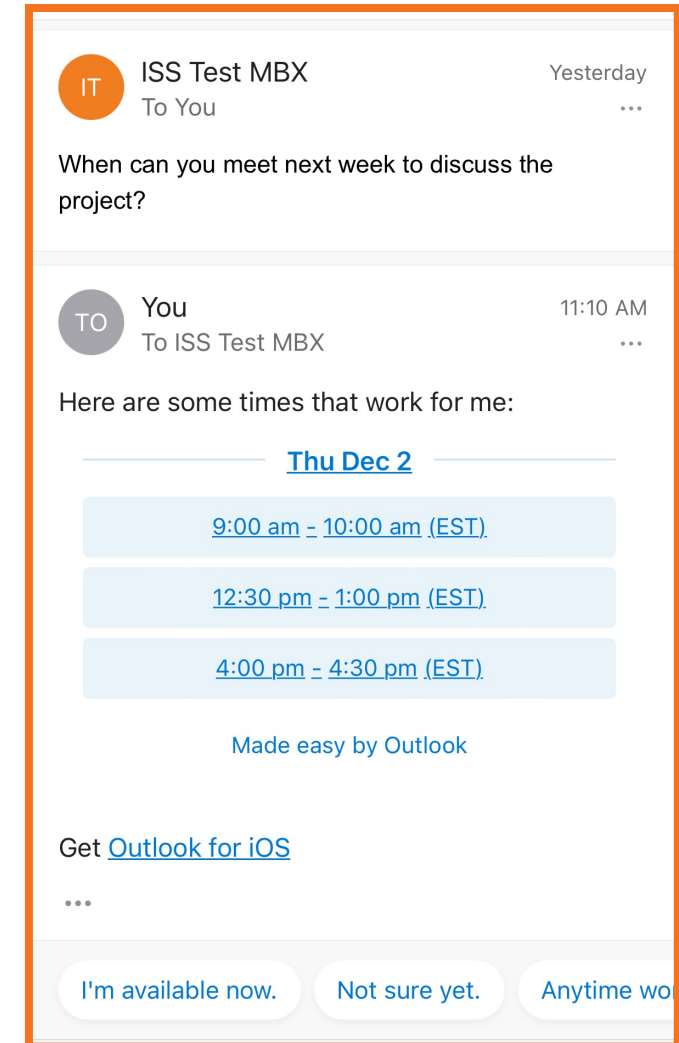
Prioritize and track messages from important contacts by marking them as Favorites.



Send Availability

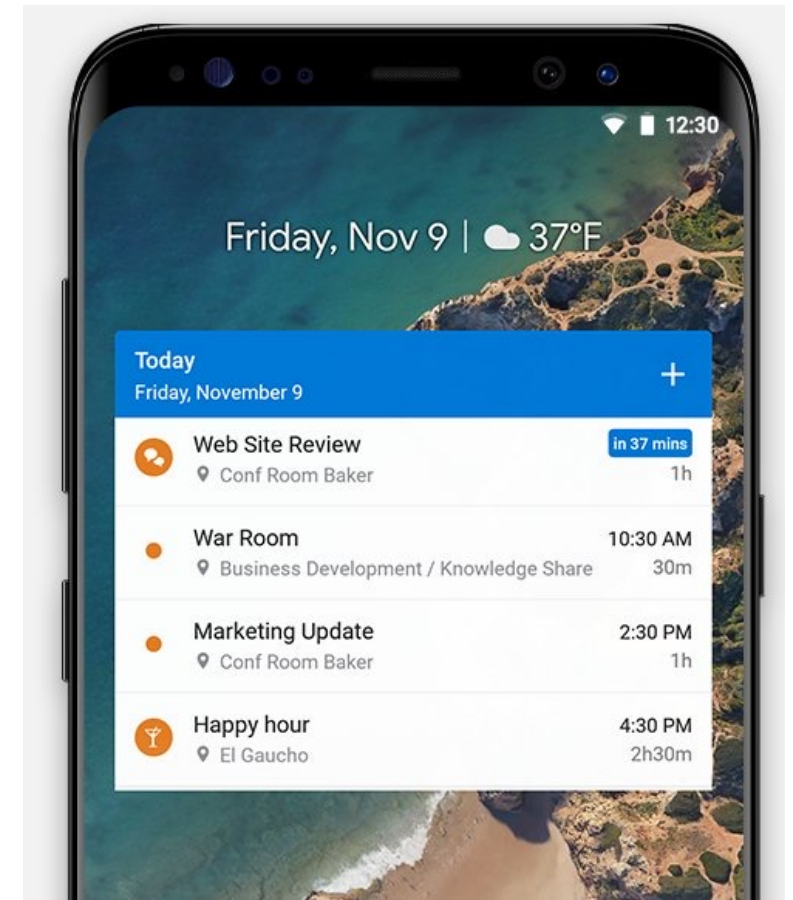
Respond with your meeting availability with just a tap.

- In your reply, tap the calendar icon.
- Tap **Send availability** and pick the timeslots that work best for you.
- Tap the checkmark and **Send**.



Calendar Widget

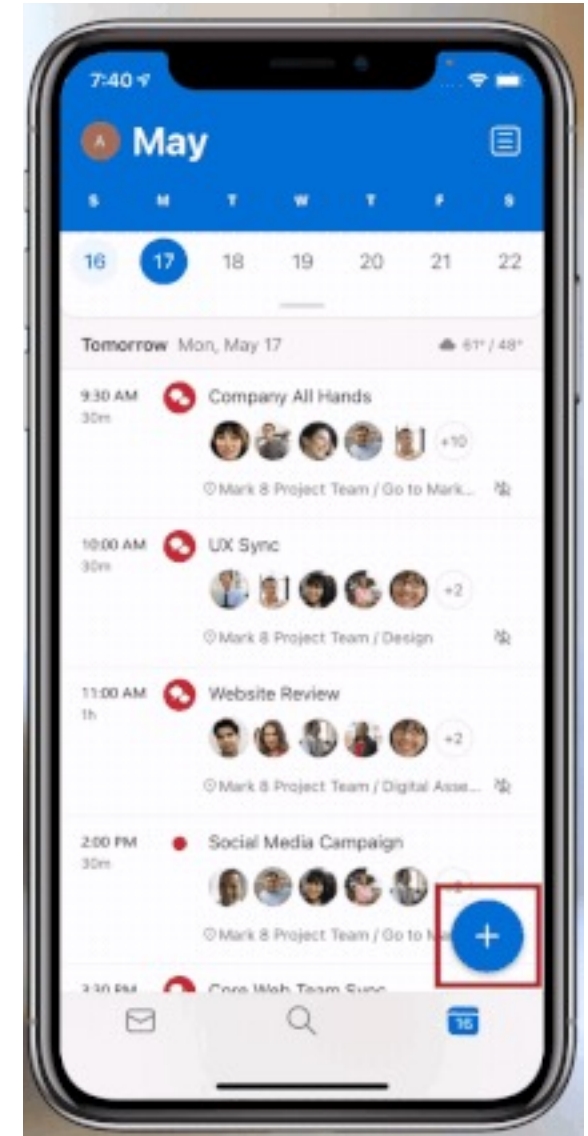
Use the Outlook Calendar widget to take a glance at your calendar on your phone's home screen.



Voice Features

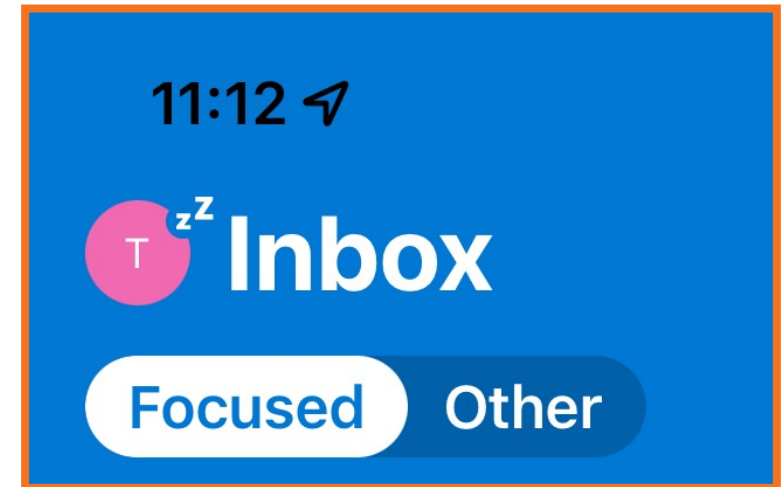
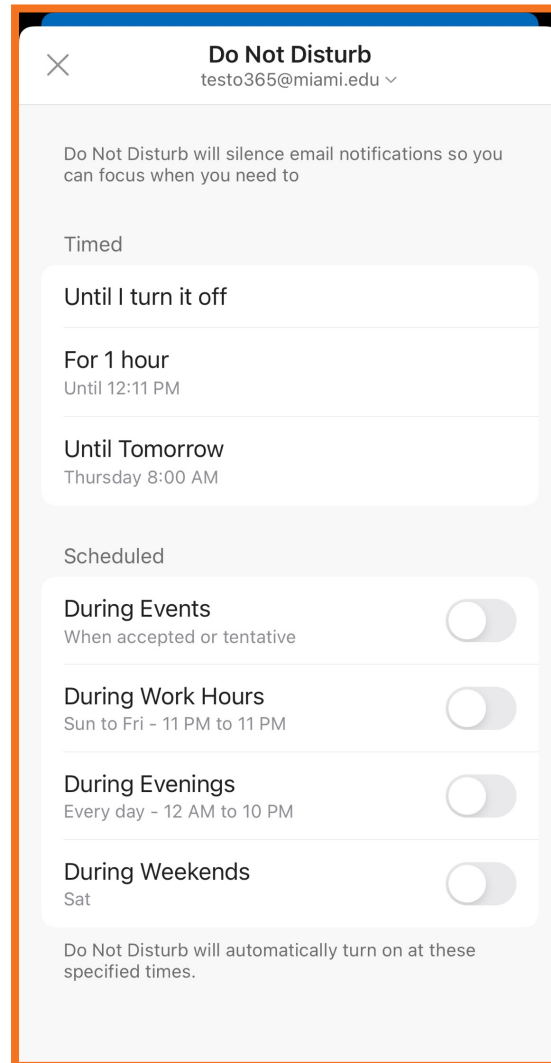
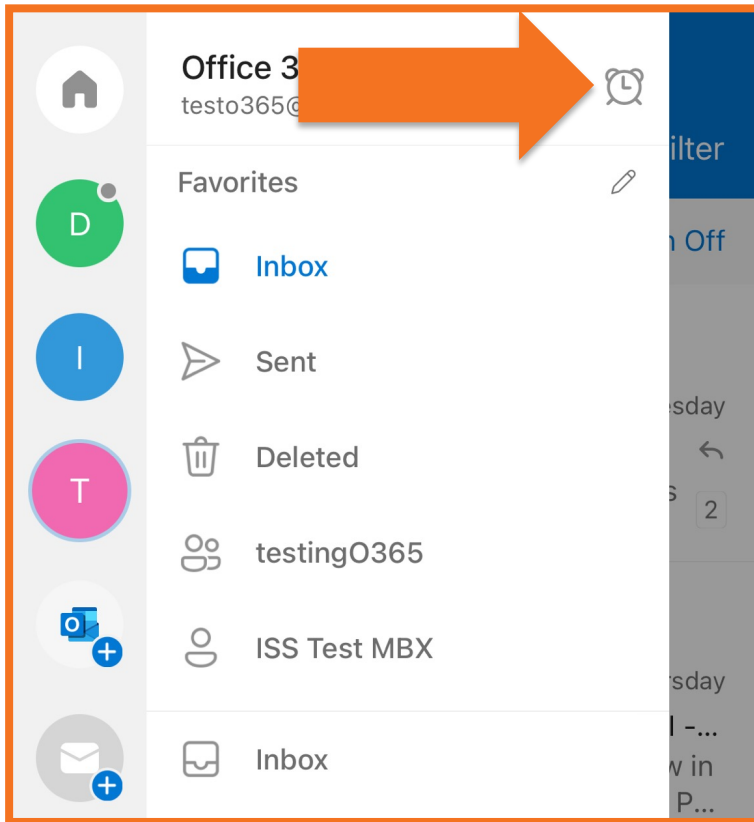
Use Cortana to get tasks done using just your voice.
Long press on the + symbol and tap **Use Voice**.

- Play My Emails to catch up on what's new in your inbox
- Schedule meetings
- Search using natural language
- Use Dictation to easily compose messages



Do Not Disturb

Use Do Not Disturb to silence Outlook mobile notifications so you can focus.



Demo



Support Resources

Support Resources

Comprehensive Compare Outlook versions

<https://support.microsoft.com/en-us/office/compare-outlook-for-pc-outlook-on-the-web-and-outlook-for-ios-android-b26a7bf5-0ac7-48ba-97af-984e0645dde5>

What's new in Outlook for Microsoft 365

<https://support.microsoft.com/en-us/office/what-s-new-in-outlook-for-microsoft-365-51c81e7a-de25-4a34-a7fe-bd79f8e48647>

Microsoft Outlook on Twitter

<https://mobile.twitter.com/outlook>



Any Questions?

Next Steps

Next Steps

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Feedback Survey

Give Us Feedback

Fill out our survey and let us know how we're doing



Scan the QR code to the right using your phone's camera



<https://bit.ly/2ZnKKG2>



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Thank 