What's new in Outlook 2016 for Windows
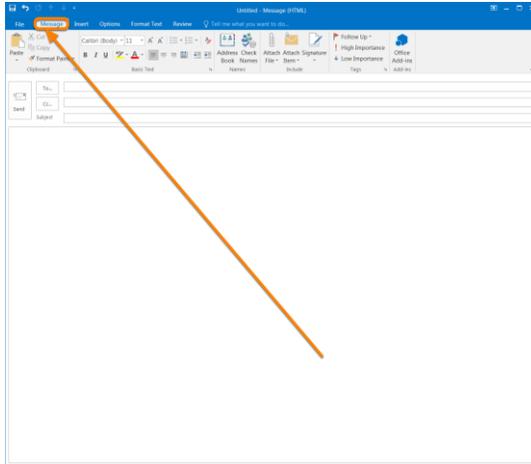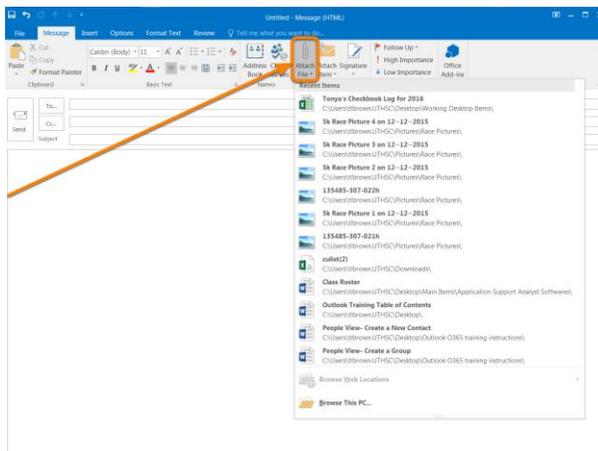
Outlook 2016 (Windows)- Email attachments

With Outlook 2016, you can save time by easily attaching documents that you most recently used in your emails from the Ribbon.

Create a message, or for an existing message, click Reply, Reply All, or Forward.

Click **Attach File** and select one of the following:

- **Recent items** - Outlook provides you with a list of the recent files you saved or worked with. These files could be saved locally, or they might exist on internal network locations, such as OneDrive, Group Files, and SharePoint.
- **Browse Web Locations** - This option lets you select files from your OneDrive, SharePoint sites, or Group Files that you've accessed before.
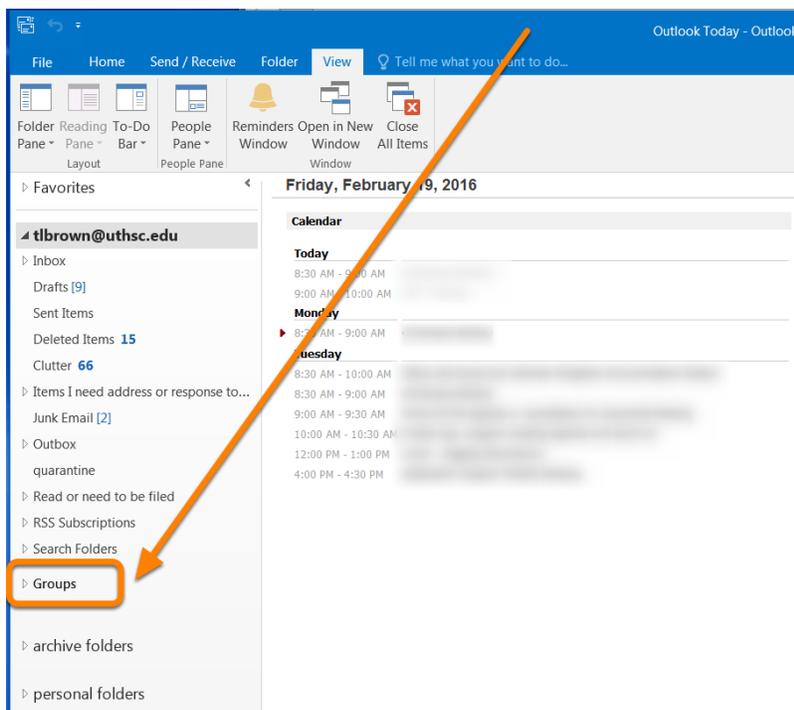- **Browse This PC** - Takes you to your local computer to pick a file.

Outlook 2016 Groups

With Outlook 2016 you can use Groups instead of distribution lists to communicate and collaborate with your team members.
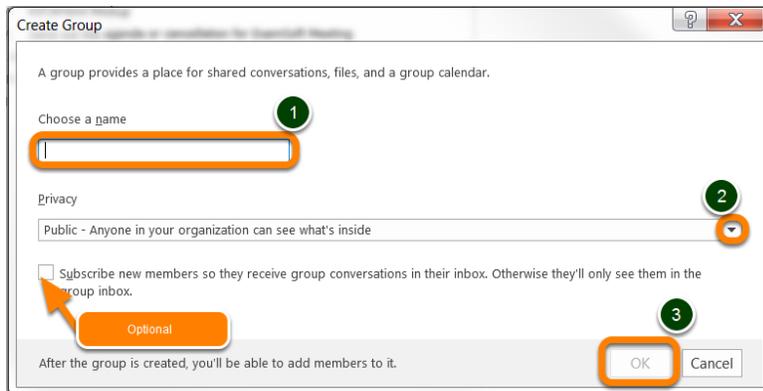
Groups are the better way to collaborate because:

- You can create groups with a few clicks and organize them around topics and conversations to work with your teams.
- With Groups in Outlook 2016, teams now have a shared place for all their email conversations with full history, allowing teams to engage with members right from the Group's inbox, create team events, join existing Groups or create new ones.
- Get access to past conversations and history for Groups you have joined or added as a member.
- Within the Groups shared space, messages are grouped together for each conversation to facilitate quick communication with your team. You can "Like" a message within a conversation and post a quick reply to have a quick back and forth conversations with your team.
- You can also receive social notifications in Outlook when someone "Likes" your message.
- Schedule meetings on a group calendar that everyone in group can update.
- You can access a group's conversation in your Inbox by subscribing to a group. This makes it behave like a distribution list. You can also unsubscribe at any time.
- Manage groups from Outlook by adding or removing members.

Create a group

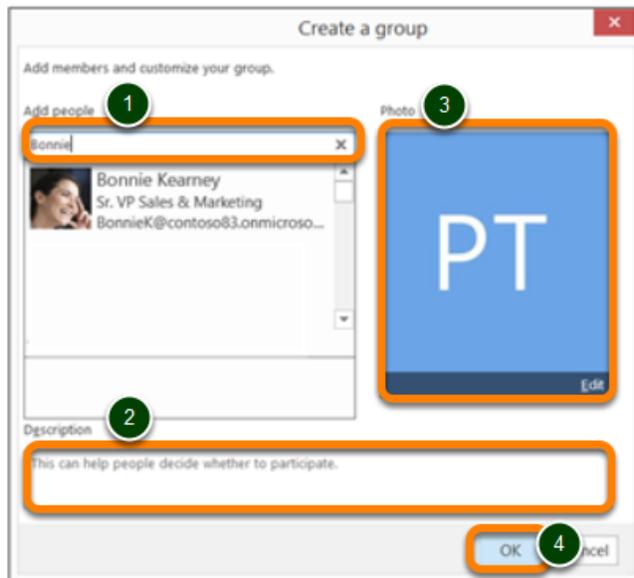Right Click **Groups >>** Click **New Groups or** Click on **Home** tab >> Click **Groups**

A blank group form will appear.

- Choose a Name - Enter the group name that you want.
- Privacy - Select **Public (Everyone can see what's inside of the group)** or **Private (Only approved members can see what's inside)**

Optional:

Select **Subscribe new members so they receive group conversations and calendar events in their inbox. Otherwise, they'll only see them in the group inbox.**

Click **OK**

Once the group is created,

Under **Add people**, Type **the name of the person you want** or **email address** to add in Members > Press **Enter** to add your selection to the group
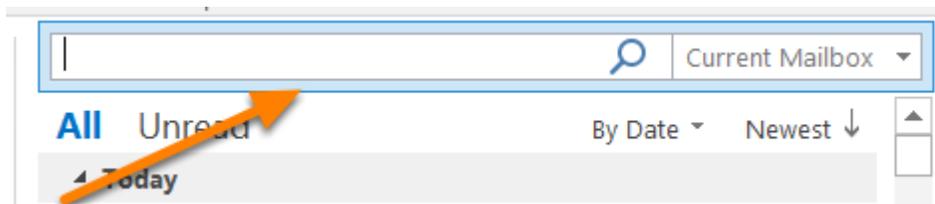
Under **Description**, Enter a **group description** so **this can help people decide whether to participate**

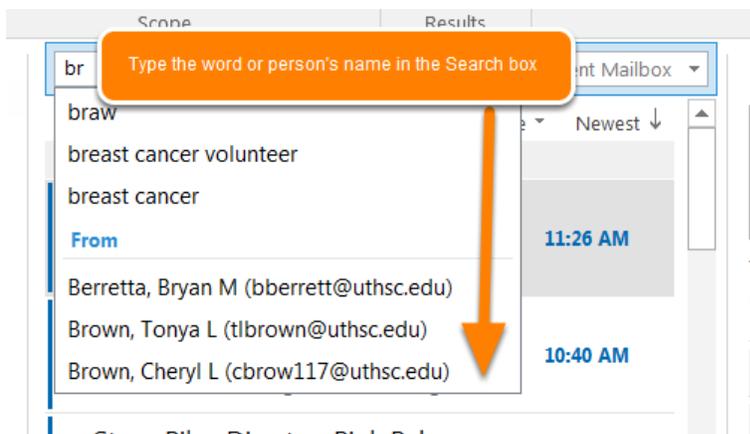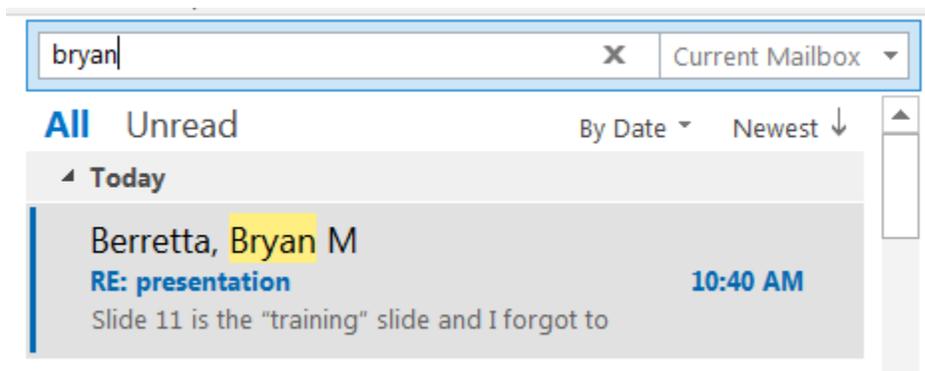Under **Photo**, add a **photo** for the group

Click **OK**

Search email

From your **Inbox** - or any other email folder – find the **Search** box at the top of your messages

To find a word that you know is in a message, or a message from a particular person, type the word or person's name in the **Search** box
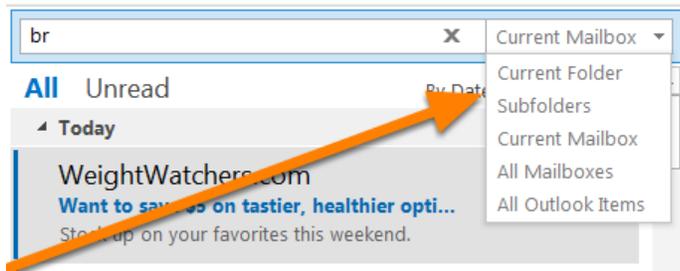

Messages that contain the word or name you specified appear with the search text highlighted in the results
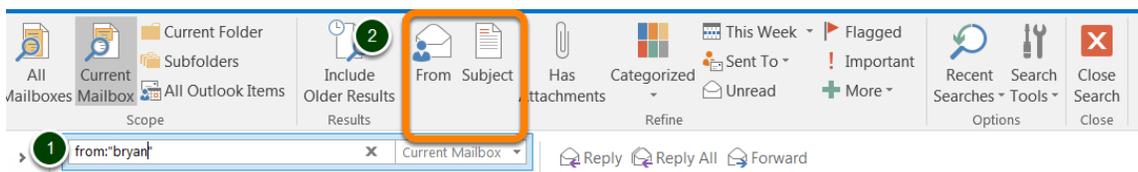
Outlook 2016 (Windows)- Search and filter email

Step-by-step how to search emails based on different criteria such as sender, subject, categories and who the emails were sent from.

In the **Scope** group on the ribbon, choose where you want to search from – **All Mailboxes, Current Mailbox, Current Folder, Subfolder,** or **All Outlook Items**

In the **Refine** group on the ribbon, choose whether you are searching by who sent you the message or by subject.

1. Click in the **search box**
2. Click **From or Subject**, then **type the name or subject**

You can further filter search results by selecting:

- **Has Attachments** – to find only emails with attachments
- **Categorized** – to find emails that have been assigned a specific category
- **This Week** – to search by when the email was received. There are several time periods you can choose from (Today, Yesterday, Last Month, etc.)
- **Sent To** – to find emails sent to you, not sent directly to you, or sent by another recipient
- **Flagged** – to find only emails flagged by you
- **Important** – to find only emails labeled as important

1. Click in the **search box**
2. Click a **filter search**

Outlook 2016 (Windows)- Use Clutter to sort low priority messages

Clutter helps you move low priority messages out of your Inbox so that you can easily scan for important messages. Clutter analyzes your emails, and based on your past behavior, determines the messages that you're most likely to ignore. It then automatically moves those messages to a folder called ***Clutter*** so that you can review them later.

You can even help Clutter learn your preferences faster by manually moving items in or out of the Clutter folder.
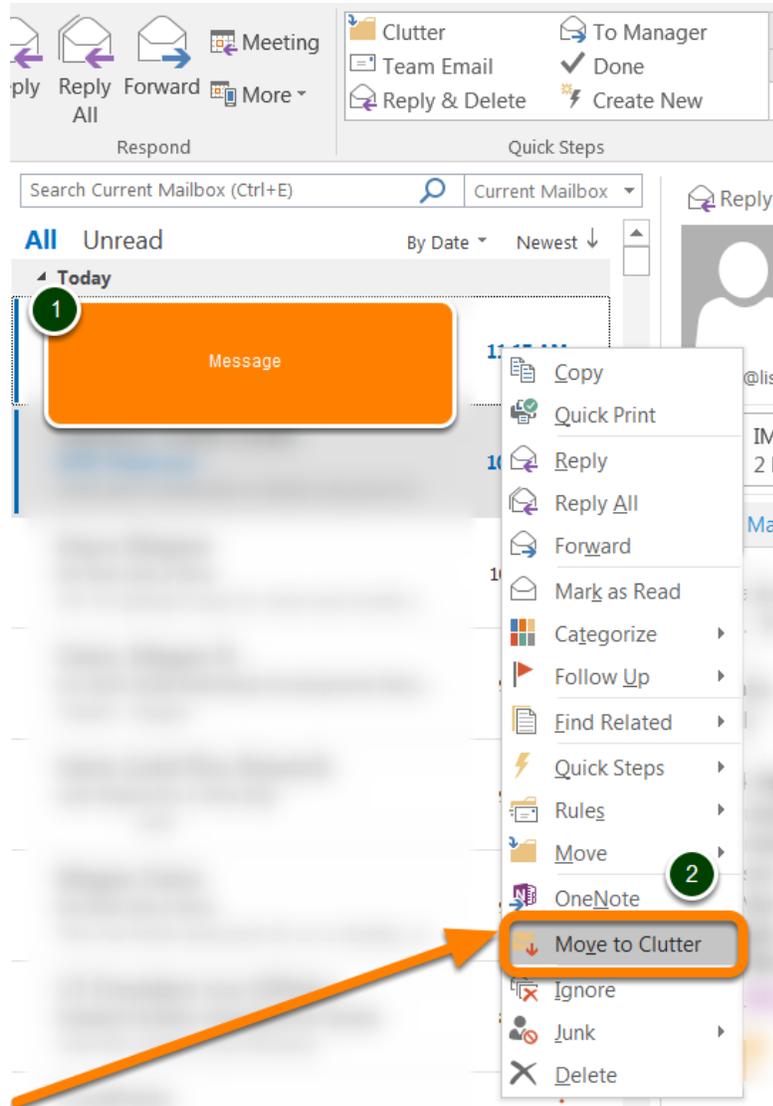

3. Right Click **Message**
4. Select **Move to Clutter**

Outlook 2016 (Windows)- Tell Me

Tell Me brings features saves you the time you would normally use to look for a specific function on the Ribbon. You can type what you're looking for in the Tell Me box or what you want to do, and see results as soon as you start typing. Every keystroke refines the results so that you can choose what you're looking for as soon as you see it. It will also give you the option to read the help topics on the feature you're looking for, if you need more information.
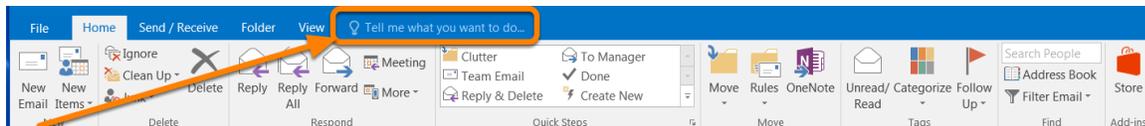
Select **Tell me what you want to do...**
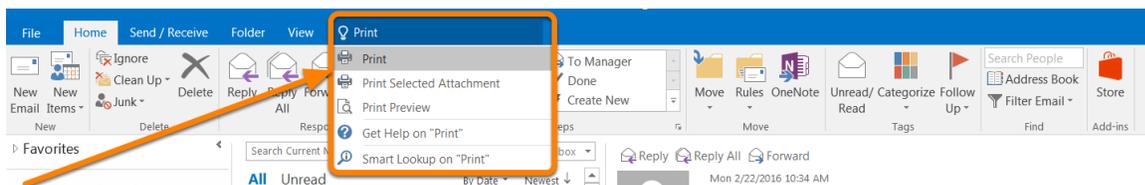
For example:

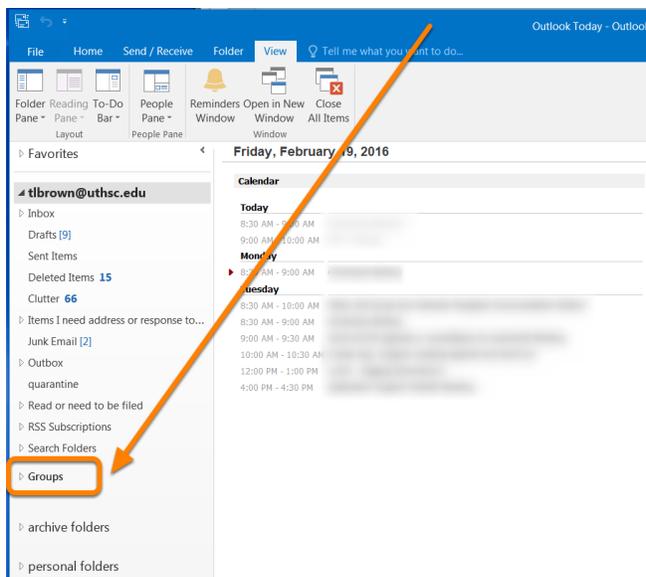Type **Print** and choose **one of the options**

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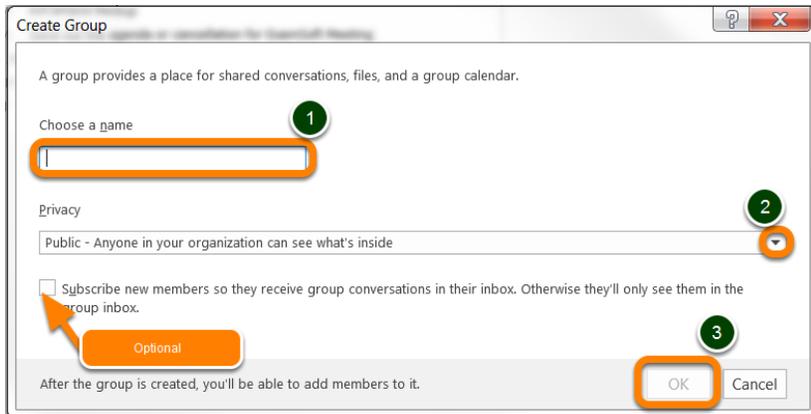
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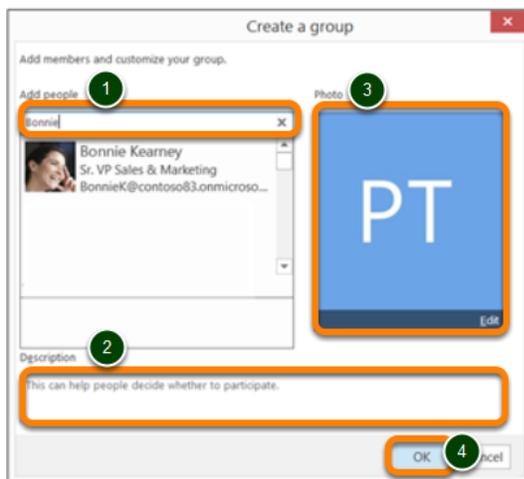
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