

### Quick Access Toolbar

Keep favorite commands permanently visible.

### Explore the ribbon

See what Outlook can do by selecting the ribbon tabs and exploring available tools.

### Find whatever you need

Enter a keyword or phrase to look up Outlook commands, get Help, or search the Web.

### Customize the ribbon display

Choose whether Outlook should auto-hide the ribbon.

### Navigate your mail folders

Select a folder to see its contents. To turn this pane on or off, select View > Folder Pane.

### Manage Outlook Groups

Communicate with teams and share conversations, messages, calendars, and events.

### Display what you need

Switch between the different Outlook features like Mail, Calendar, and People views.

### Your inbox, your way

Sort and filter messages, and group messages by subject in conversation view.

### Show or hide the ribbon

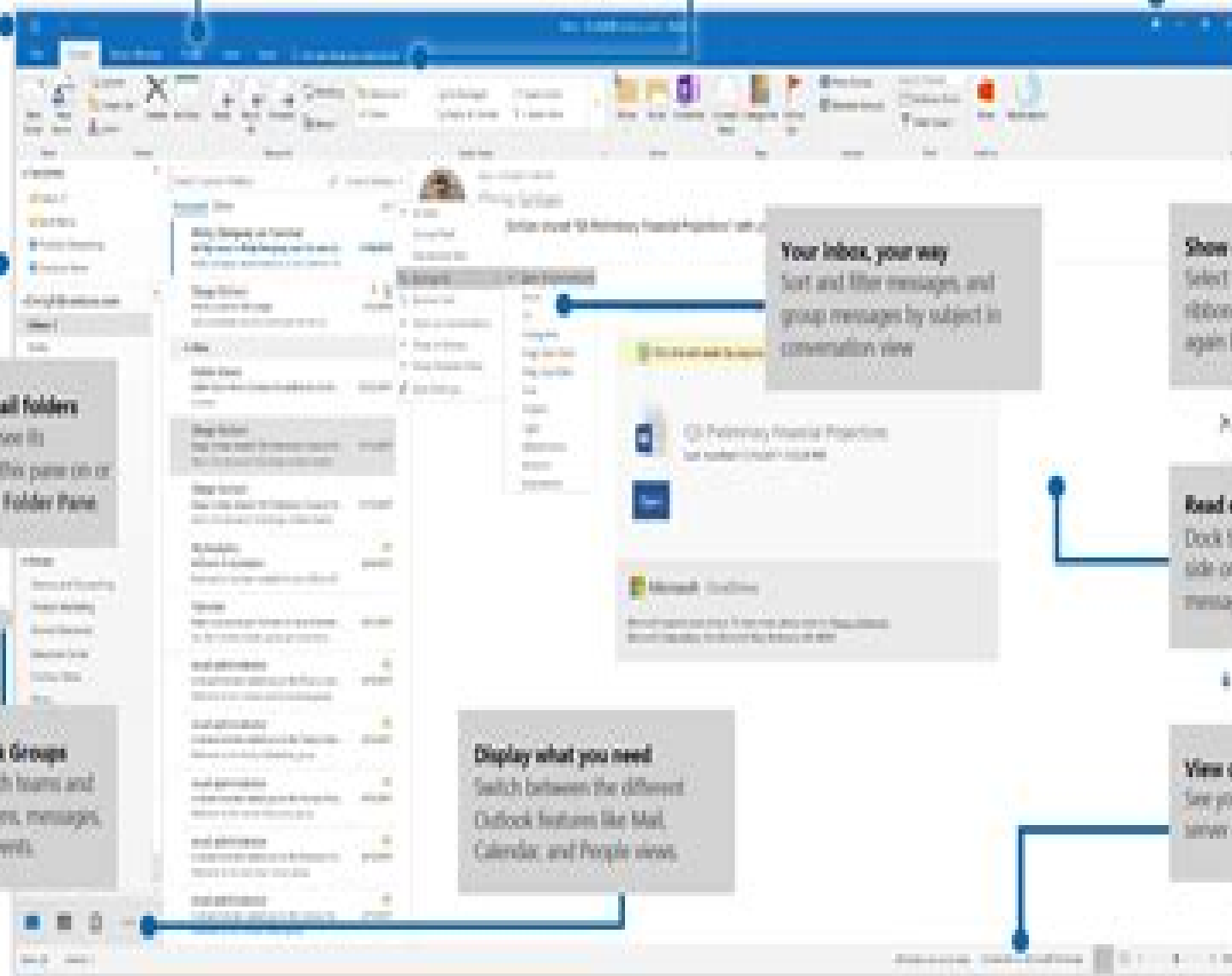
Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

### Read emails faster

Dock the reading pane on the side or at the bottom to view messages where you want to.

### View connection status

See your folder sync status and server connection status here.



# Microsoft Outlook User Guide

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