

Guide de démarrage rapide

Vous utilisez Outlook 2016 pour la première fois ? Suivez ce guide pour découvrir les notions de base.

Barre d'outils Accès rapide

Gardez les commandes les plus utiles à portée de main.

Explorez le ruban

Découvrez les possibilités d'Outlook en cliquant sur les onglets du ruban et en explorant les outils disponibles.

Trouvez ce dont vous avez besoin

Entrez un mot-clé ou une expression pour rechercher des commandes Outlook, obtenir la table ou effectuer une recherche sur Internet.

Personnalisez l'affichage du ruban

Choisissez si Outlook doit masquer les commandes du ruban après les avoir utilisées.

Parcourez vos dossiers de courrier

Cliquez sur un dossier pour afficher ses contenus. Pour activer ou désactiver le volet, cliquez sur Affichage > Volet des dossiers.

Gérez les groupes Outlook

Communiquez avec les membres d'un groupe et partagez des calendriers, des messages, des calendriers de déplacements.

Afficher ce dont vous avez besoin

Les commandes du ruban sont automatiquement mises à jour en fonction de la partie d'Outlook que vous affichez.

Afficher ou masquer le ruban

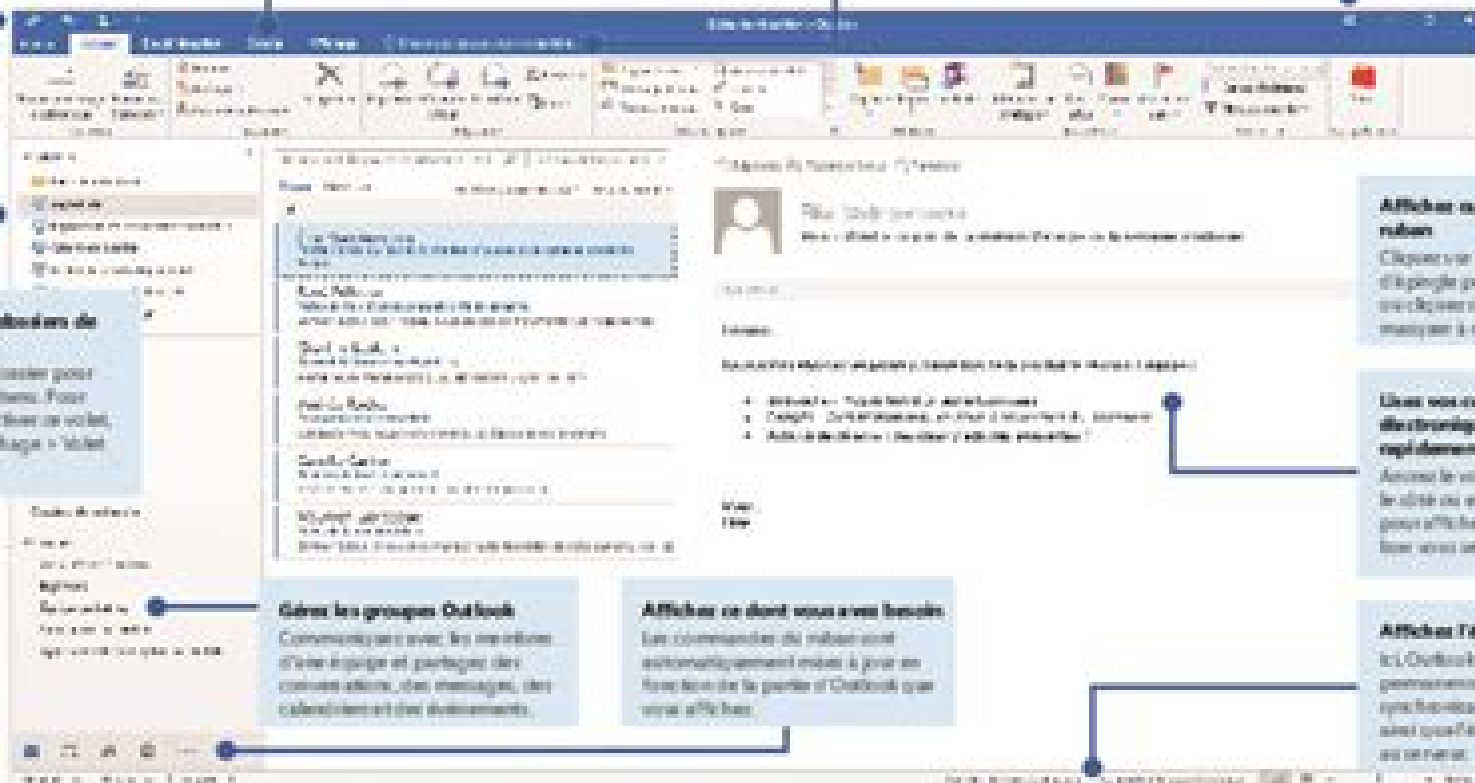
Cliquez sur l'icône en forme d'épingle pour afficher le ruban ou cliquez sur la flèche pour le masquer à nouveau.

Utiliser vos courriels de manière plus rapide

Activez le volet de lecture sur le côté ou en bas de la fenêtre pour afficher les messages un par un ou ensemble.

Afficher l'état de connexion

Si Outlook affiche en permanence l'état de la synchronisation de vos dossiers avec quantitat de la connexion au serveur.



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L Darling-Hammond



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Outlook 2016 For Dummies Bill Dyszel, 2015-10-09 Be more productive and simplify your life with Outlook 2016 Ever feel like you're drowning in your inbox Outlook 2016 For Dummies helps you lower the metaphorical water levels by quickly prioritizing incoming email Instead of wading through messages and tasks all day use Outlook as it was intended as a productivity tool to organize your tasks on the to do bar filter junk email make the most of Outlook's anti phishing capabilities manage email folders use smart scheduling tools leverage RSS support collect electronic business cards and integrate your Microsoft OneNote Project Access and SharePoint files This book is updated to reflect the latest and greatest features integrated into the Outlook 2016 user interface to ensure you're at the top of your Outlook game With over 1.1 billion users worldwide and 90% market share for productivity suites a figure that roughly translates into one in seven people the world over odds are you'll need to learn how to use Microsoft Office programs including Outlook if you want to excel in the workplace Get up to speed on the new and improved features of Microsoft Office 2016 Take advantage of often overlooked features that can simplify your day Discover new ways to filter junk email and reclaim the hours that you spend sorting through spam each year Organize tasks and schedule meetings keeping everyone up to date on the latest project and account progress If you're ready to take your productivity to the next level Outlook 2016 For Dummies is a must read

Microsoft Outlook 2016: A Beginner's Guide Scott Casterson, 2016-03-09 Microsoft Outlook is a software that is used as an information manager as a part of the Microsoft Office Suite Majority of users will use the software as an email application as it contains a task manager calendar contact manager notes journal and web browsing It is a versatile application that can be used as a standalone or it can be integrated with Microsoft Exchange Server and Microsoft SharePoint Server for a multi user organization It is great to use with shared mailboxes calendars SharePoint lists Public folder and company meeting schedules

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nieur en informatique auteur de tr s nombreux ouvrages et MVP Microsoft Most Valuable Professional depuis 2004

Microsoft Outlook 2016 for Mac: An Easy Beginner's Guide Philip Tranton, 2015-10-15 Microsoft Outlook 2016 comes as a part of the Office 2016 suite released to the public in 2015 The suite includes Microsoft PowerPoint Excel and Word The release took two forms being first launched in the OS X software for the Office 365 users in July and the licensed version later in September of the same year Microsoft has received impressive reviews regarding the enhanced speed and database performance now been experienced by users of the new Outlook The improved performance from the modernized Exchange Web Services has resulted in efficient delivery of emails and minimized wait time during a search for last week s email or when attempting to access more current files Accolades have also been issued for easy to identify and use features as well as the updated blue status bar for maintaining control of your device *Microsoft Outlook 2016 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide* TeachUcomp Inc., 2016-05-10 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory Outlook 2016 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 68 topics covered this guide is perfect for someone new to Outlook or upgrading from a previous version Topics Include Contacts People Reading and Organizing E Mail Creating and Sending E Mail Tasks The Calendar Printing Touch Actions and Keyboard Shortcuts *Manage Your Life with Outlook For Dummies* Greg Harvey, 2008-11-24 An all new guide that unlocks the secrets of greater Office 2007 productivity a must have for power users and everyone who would like to work more efficiently Offers scores of tips tricks and techniques to boost productivity with the programs people use every day Word Outlook Excel and PowerPoint Topics covered include dealing effectively with e mail effectively managing files using and creating templates reusing and remixing content sharing and reviewing content and efficiently managing time and scheduling The CD ROM and companion Web site offer podcasts of key productivity tips from the book Note CD ROM DVD and other supplementary materials are not included as part of eBook file **Outlook 2010 All-in-One For Dummies** Jennifer Fulton, Karen S. Fredricks, 2010-06-25 Extensive coverage on using Microsoft Outlook to manage and organize your day As the number one e mail client and personal information manager Microsoft Outlook offers a set of uncomplicated features that maximize the management of your e mail schedule and general daily activities with the least amount of hassle possible Comprised of ten minibooks in one and packed with more than 800 pages this All in One For Dummies reference walks you through the convenience of Microsoft Outlook and introduces you to the newest features of the 2010 version After a description of how to get started with Outlook 2010 you ll get complete coverage on e mail basics advanced e mail features working with the calendar managing contacts and working with Business Contact Manager You ll learn how to track tasks take notes and record items in the journal as well as customize and manage Outlook and get mobile with Outlook Offers soup to nuts coverage of Microsoft Outlook 2010 the newest version of the number one

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