Microsoft Office
Setting up Outlook 2013

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Setting up Outlook 2013

- Hello and welcome to **Setting up Outlook 2013**. This short video will walk you through some of the changes you may wish to make to your default settings of Outlook before you begin creating emails and appointments.

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- So now you've been upgraded to Outlook 2013, and while your overall account was not affected, several of your settings and defaults in Outlook have probably changed.

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- Some of this is due to changes and new features from Microsoft, and some of this is due to how the upgrade process works.

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- Regardless of the reason, let's take a look at how to fix and change some of the most common default settings in Outlook 2013.
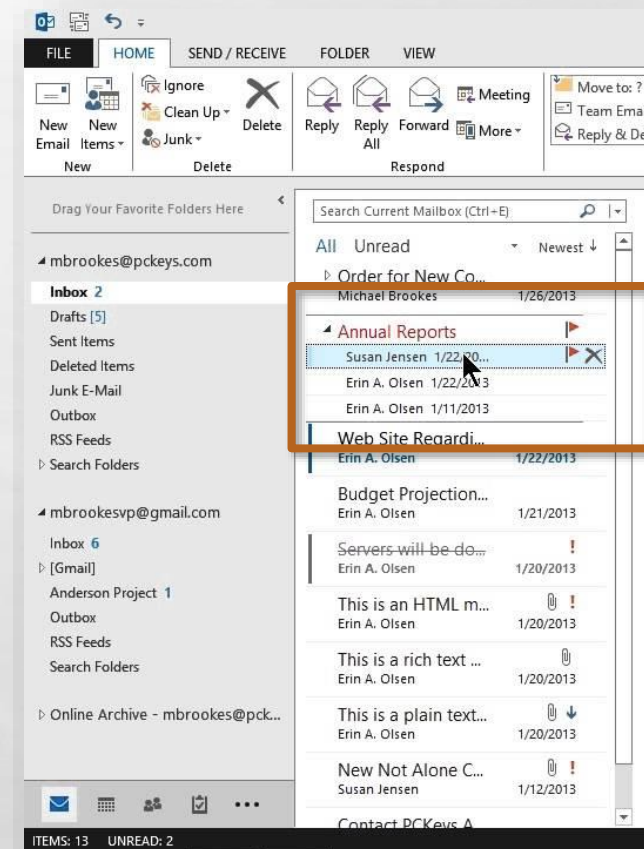
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- First, since it's where you probably spend the most time, let's change some settings related to the **Inbox**.
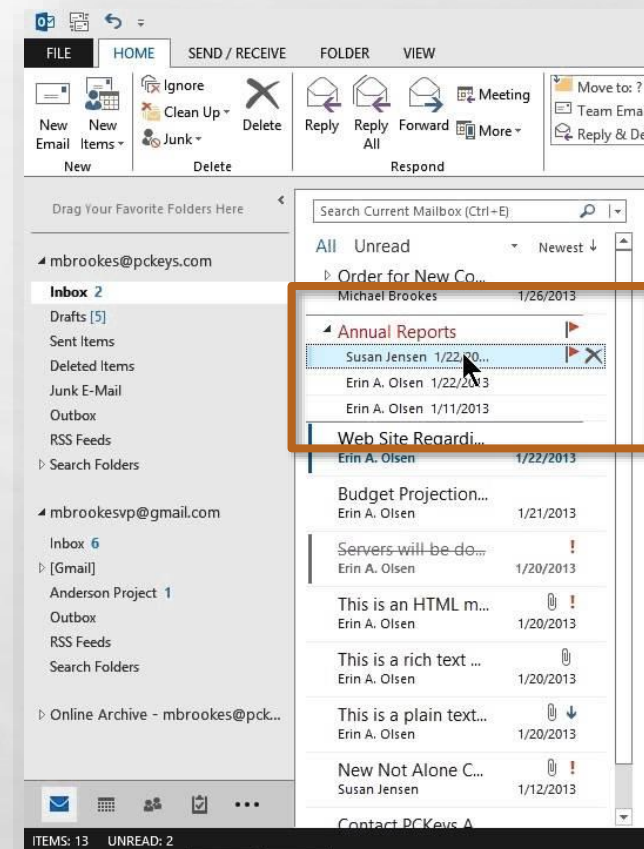
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- Outlook 2010 introduced a new feature called **Conversations**.

- The **Conversations** feature gathers related messages together and displays them in expandable groups.

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- This feature makes the **Inbox** less cluttered, but it changes where messages show up chronologically.
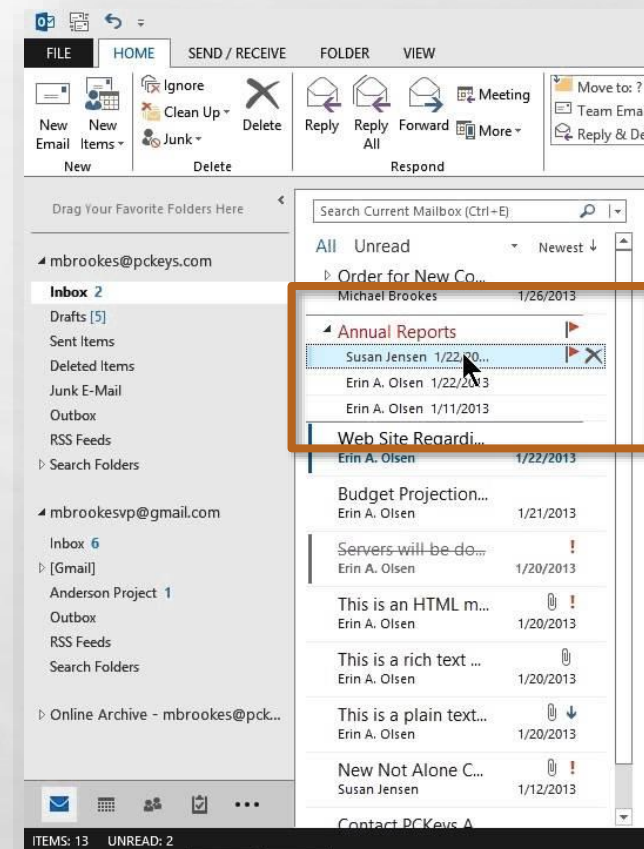
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- In Outlook 2010, the **Conversations** feature was **OFF** by default.

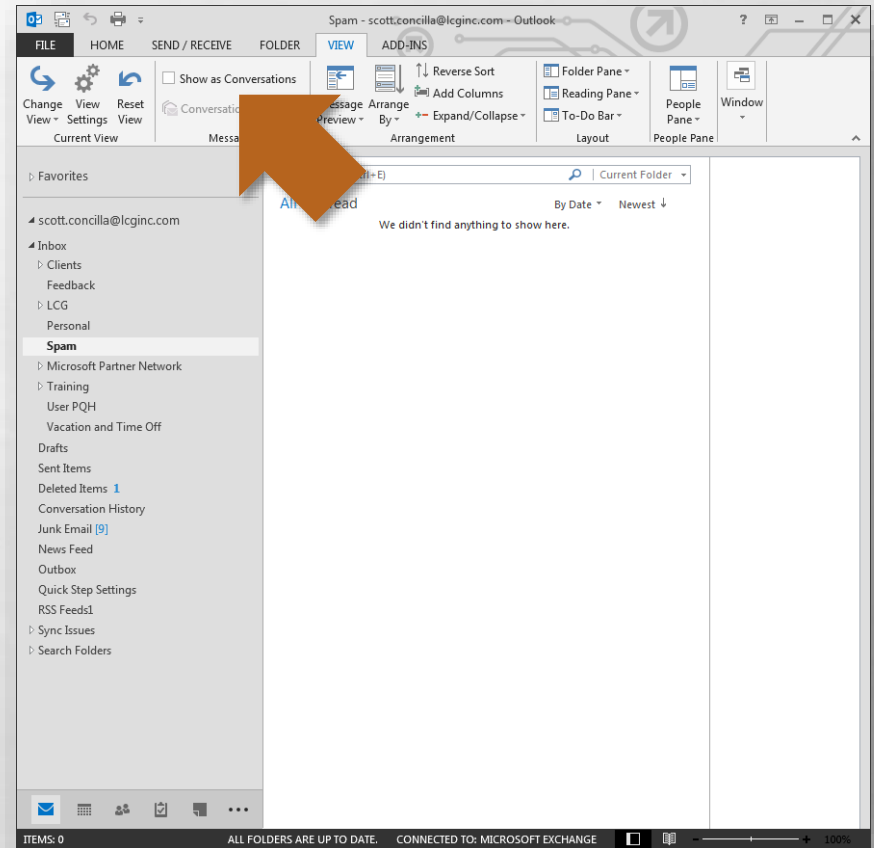- But now, in Outlook 2013, the **Conversations** feature is **ON** by default.
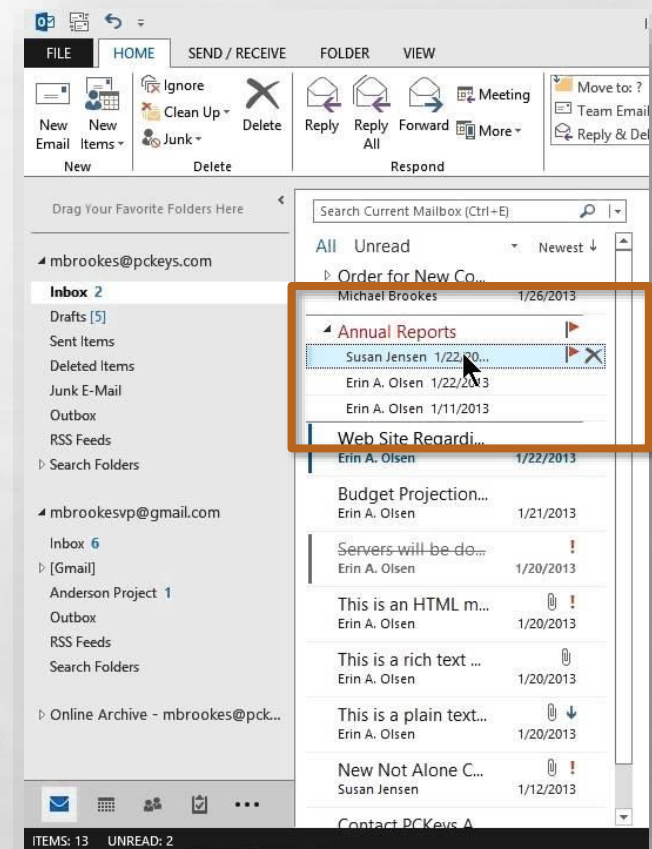
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- If you don't like displaying your messages as conversations, you can disable this feature.

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- From the **Inbox**, select the **View** tab.

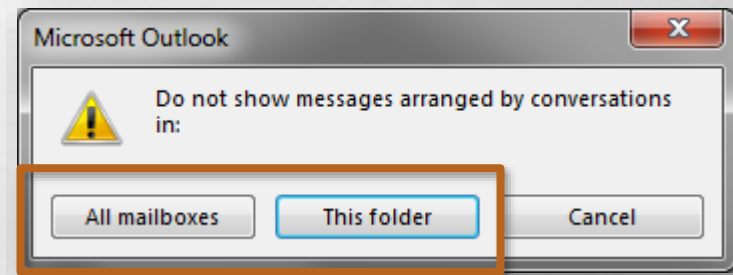- On the **View** tab, in the **Messages** section, uncheck the **Show as Conversations** option.

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- When changing this setting you will be asked if you are making this change just for this folder, or for the entire mailbox.
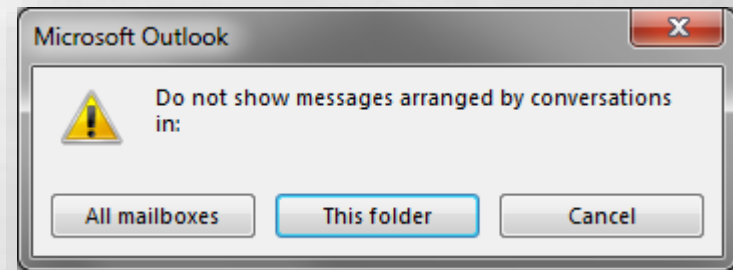
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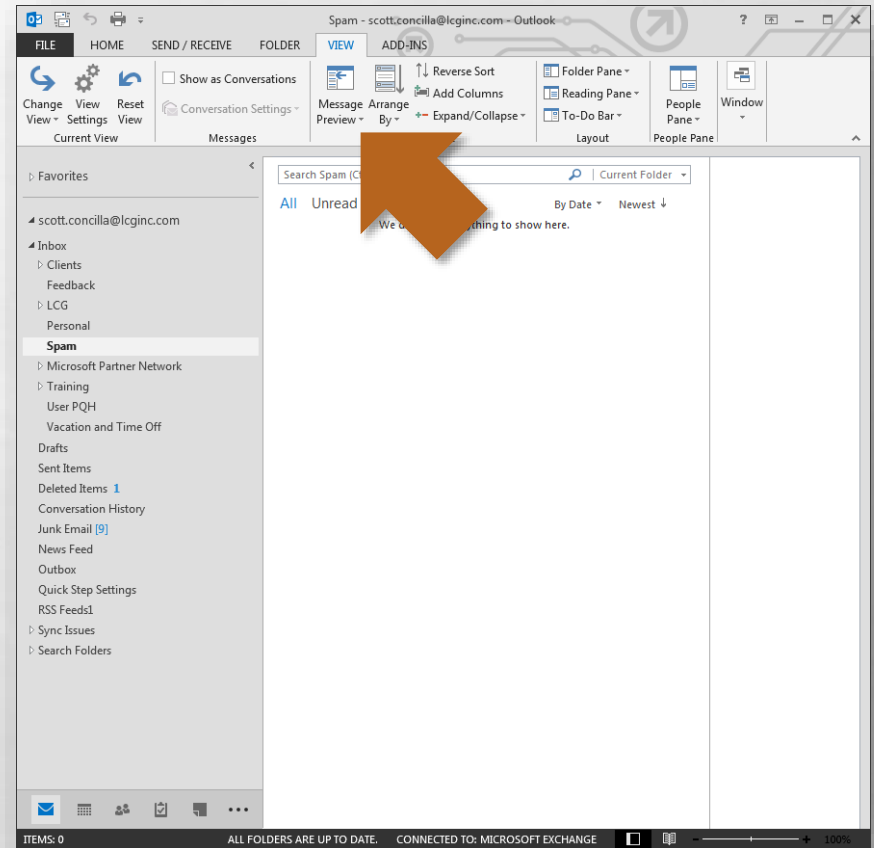- Click the desired option button and the dialog box will close automatically.

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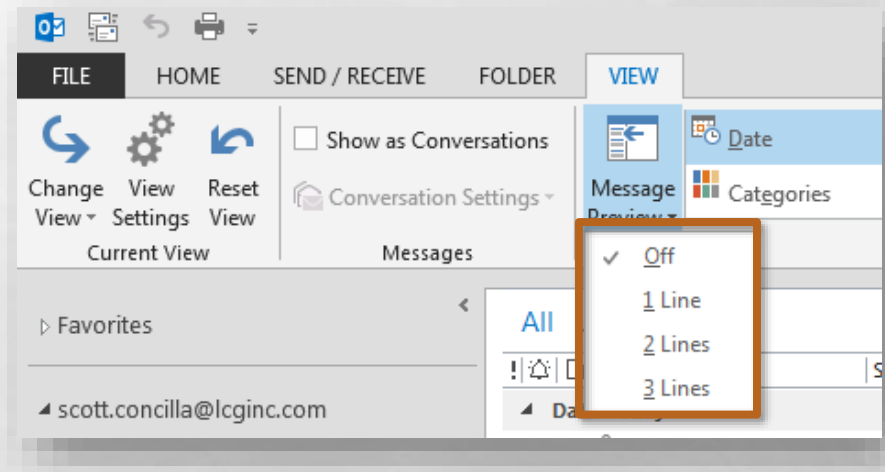- While we're on this tab, let's look at a few other settings that can be changed.

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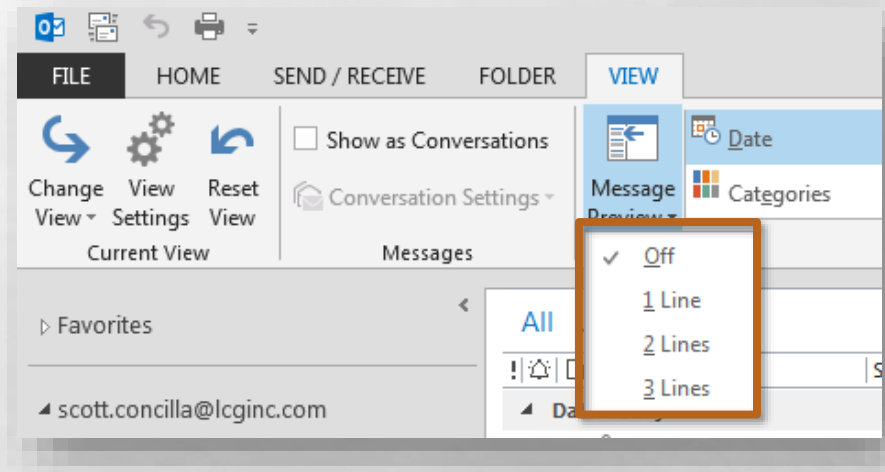- Right next to the Conversations option is the **Message Preview** settings button.

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- When you click this button, a set of options is displayed.

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- You can either disable this feature by selecting **Off**, or you can set it to display up to the first three lines of each message in the message list.
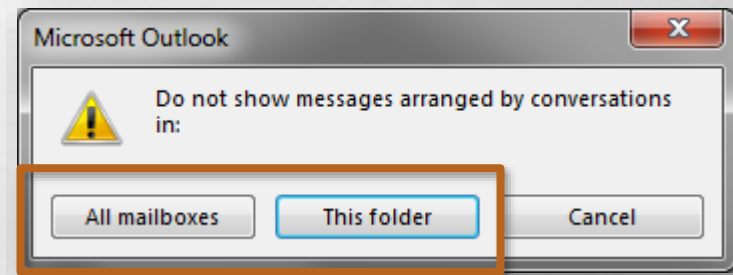
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- Again, when changing this setting you will be asked if you are making this change just for this folder, or for the entire mailbox.
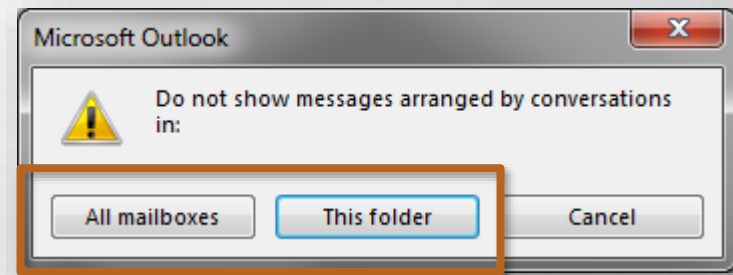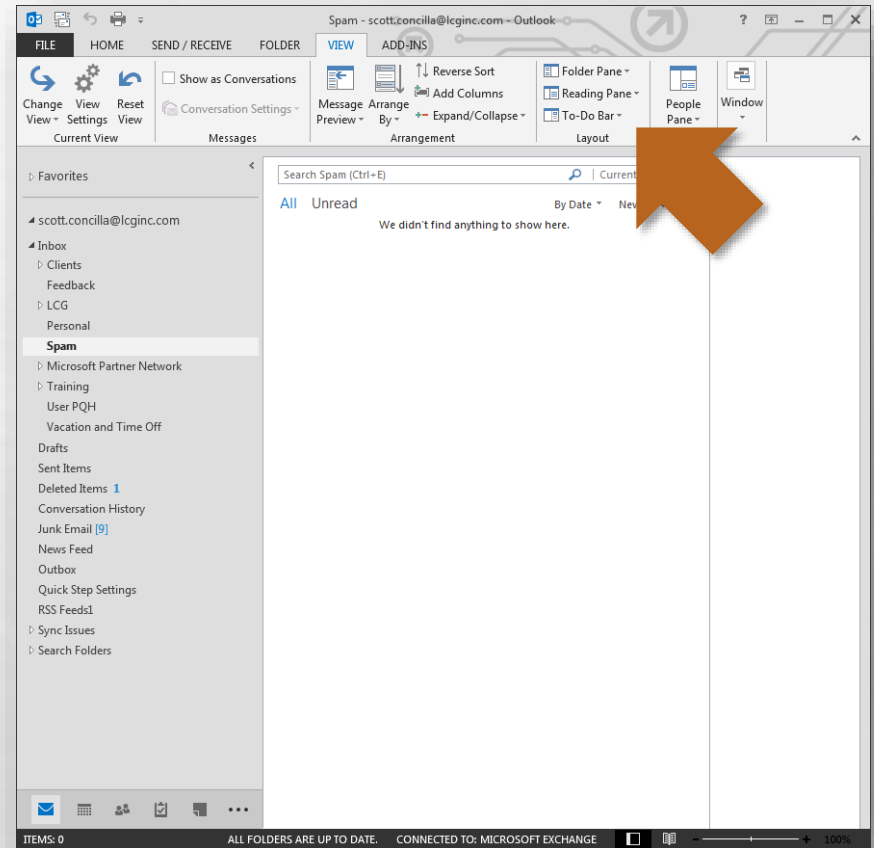
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- Click the desired option button and the dialog box will close automatically.
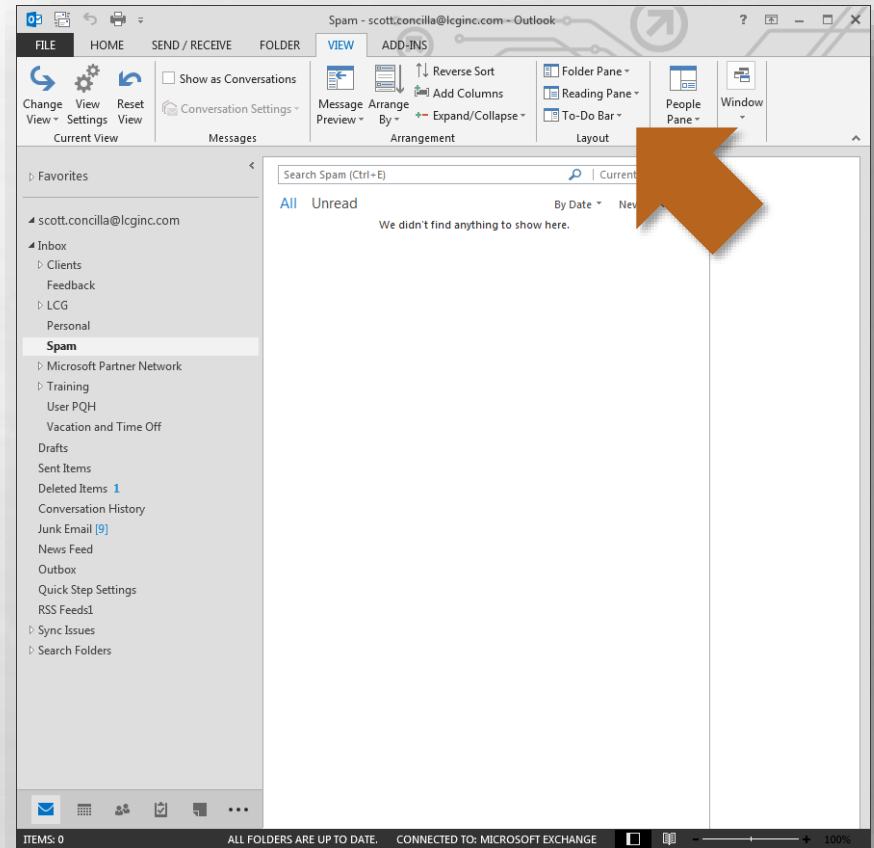
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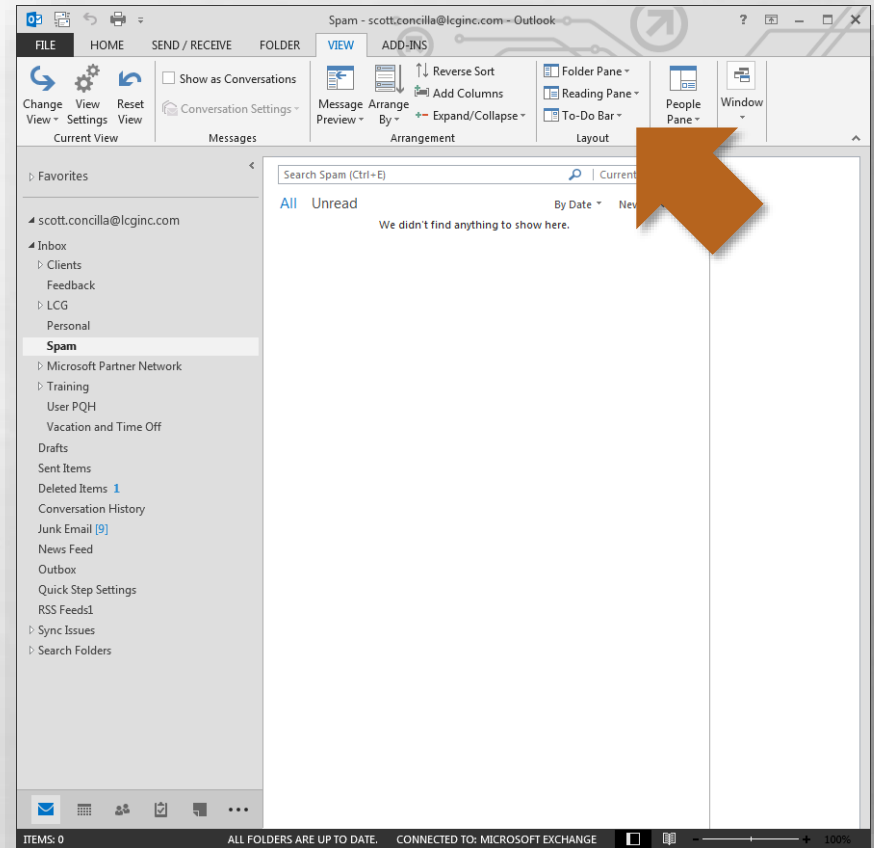- Moving to the right on the same tab, let's look at the **Layout** section.

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- There are three buttons here that allow you to configure and customize the layout of the Inbox.
  - Folder Pane
  - Reading Pane
  - To-Do Bar

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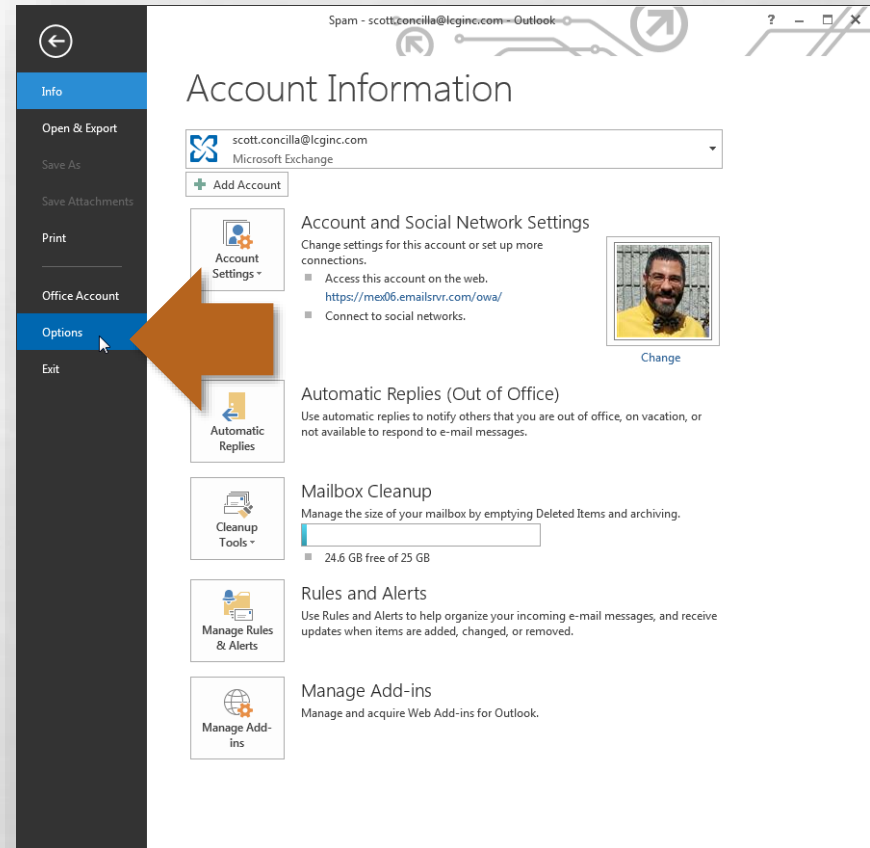- Review the defaults for these options, and make any changes you desire.

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- Now let's move on to settings that are found in the **Outlook Options** dialog box.
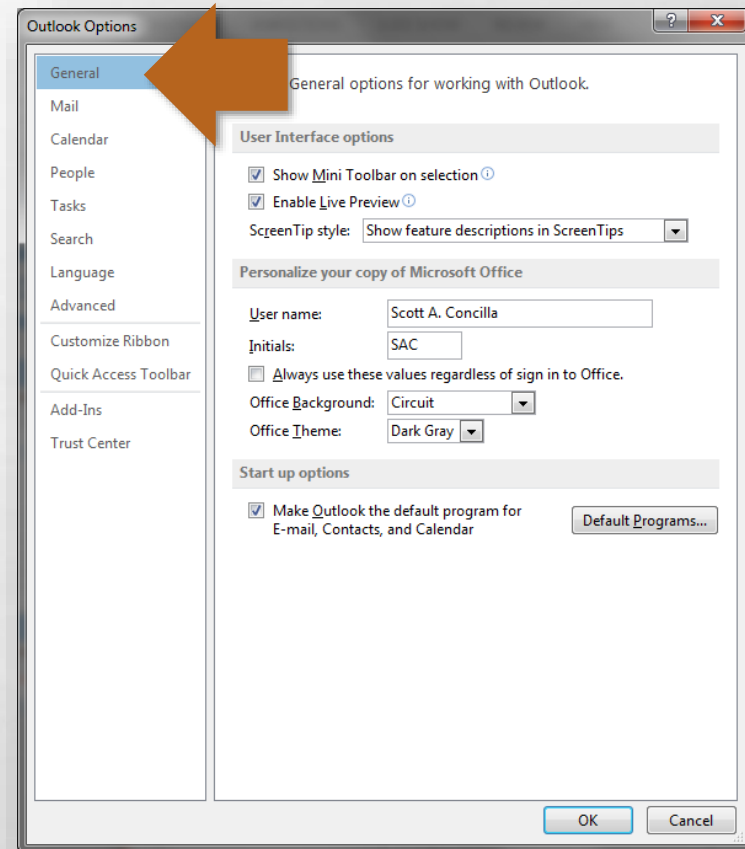
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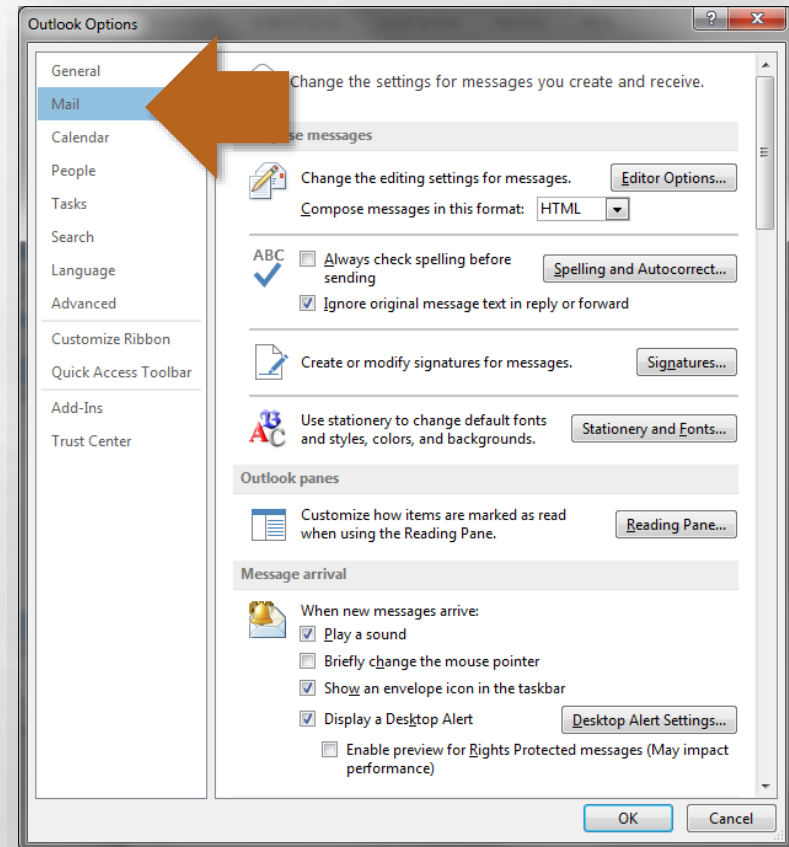- On the **File** tab, select the **Options** option near the bottom of the list.

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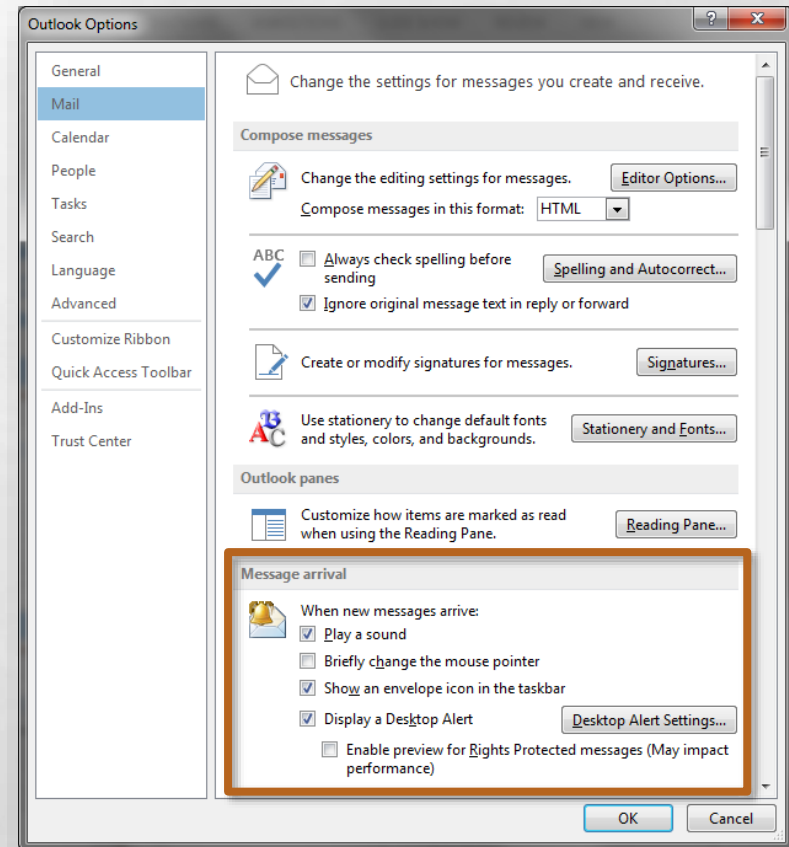- The **Outlook Options** dialog box displays, with the **General** tab in view.

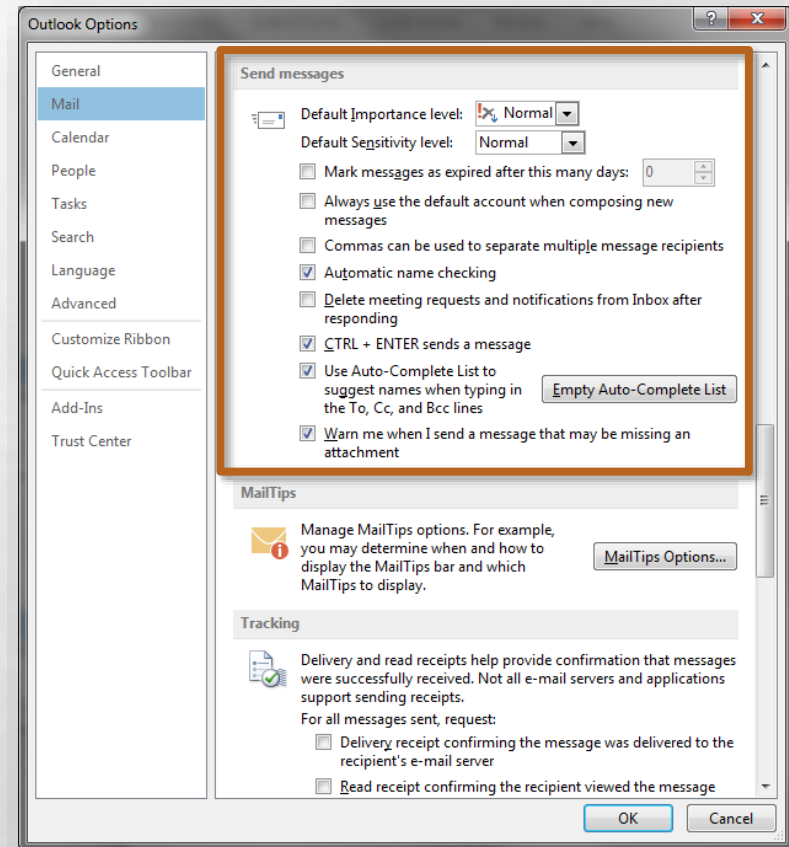# Setting up Outlook 2013

- Select the **Mail** tab.

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- First, look at the **Message arrival** section.

- There are various notification options for when new mail arrives.
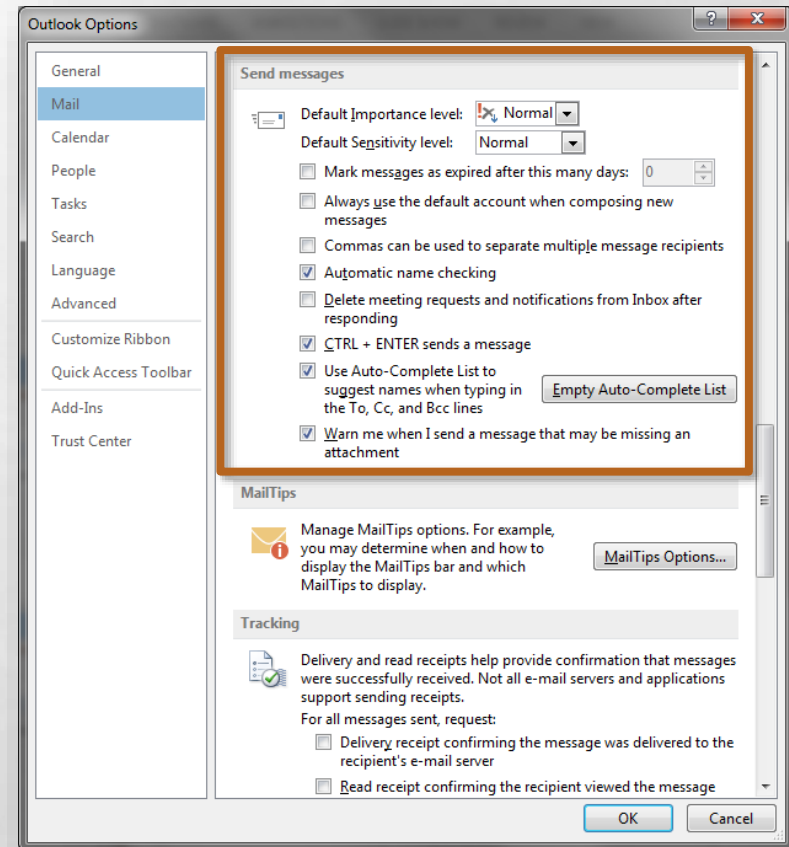
- Select (or unselect) the options you desire.

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- Next, scroll down to the **Send messages** section.

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- By default, Outlook will delete meeting requests from the Inbox after you have accepted or declined them.

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- If you wish to keep the requests in your Inbox until you delete them yourself, uncheck the **Delete meeting requests and notifications from Inbox after responding** option.
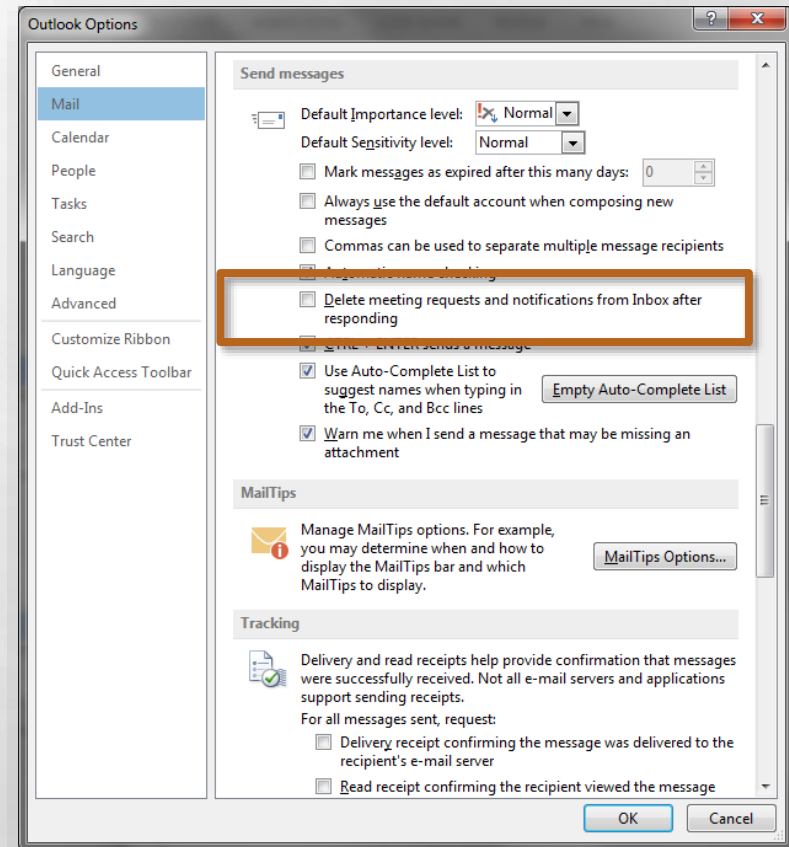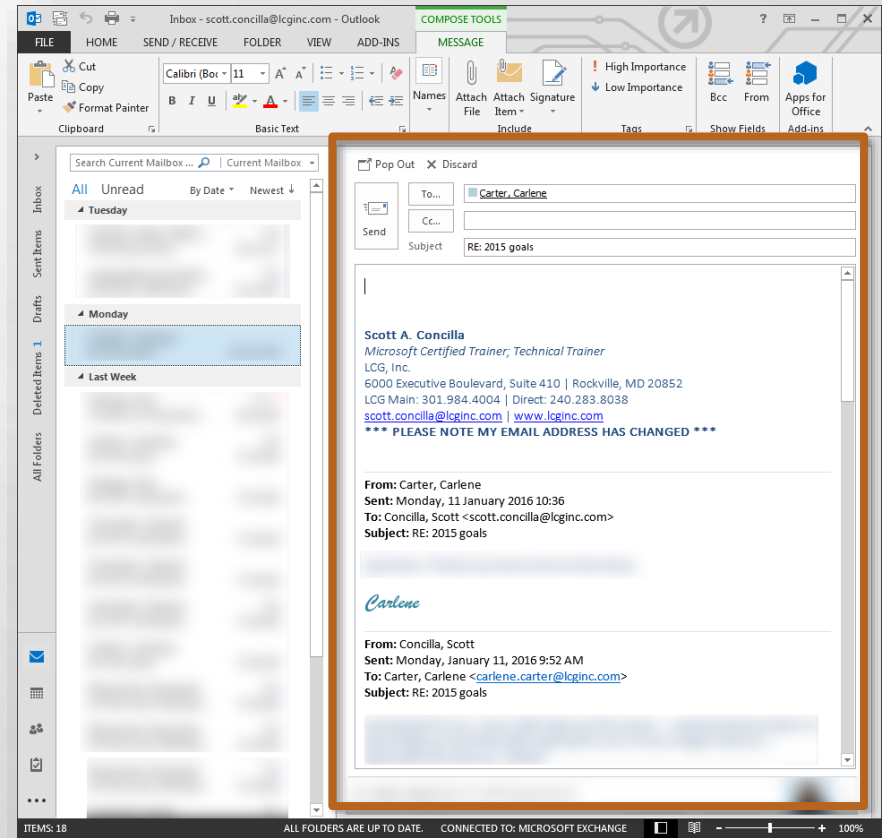
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- Outlook 2013 has introduced a new feature for when you reply to or forward a message.
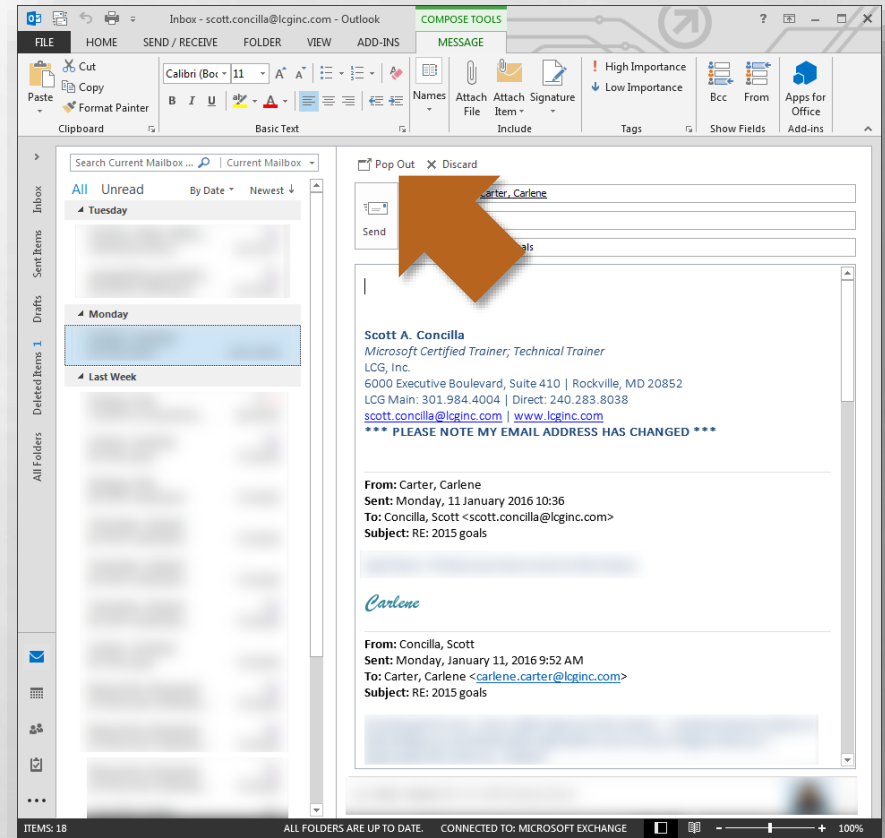
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- Instead of opening the reply or forward in a separate window, the message appears in the preview pane for editing.
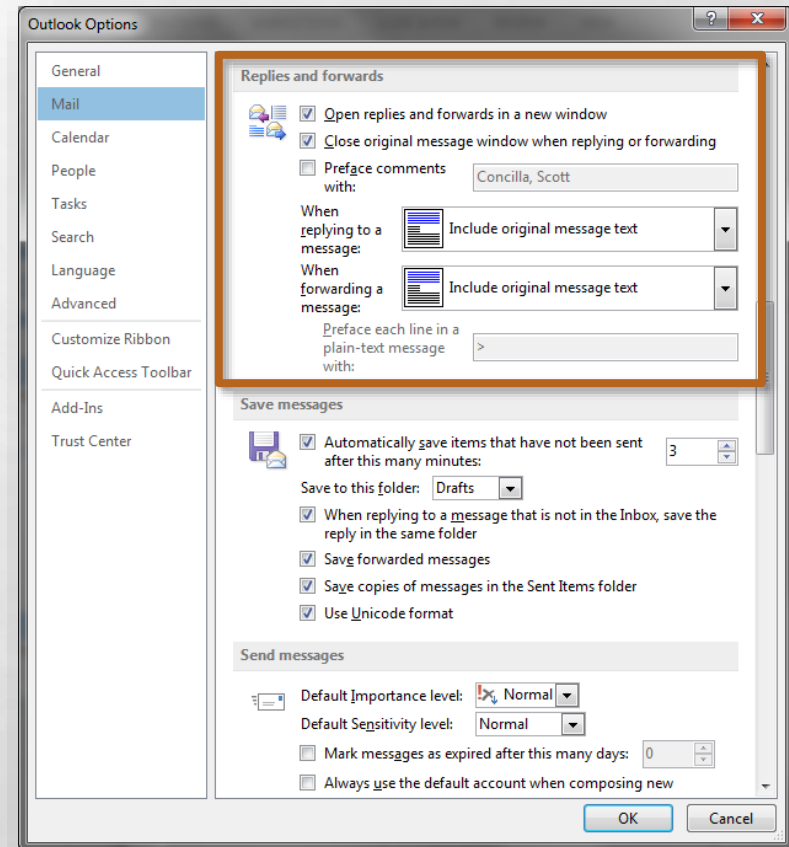
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- You can choose to open the message into a separate window by clicking the **Pop Out** button at the top of the message, but this is only on a per message basis.
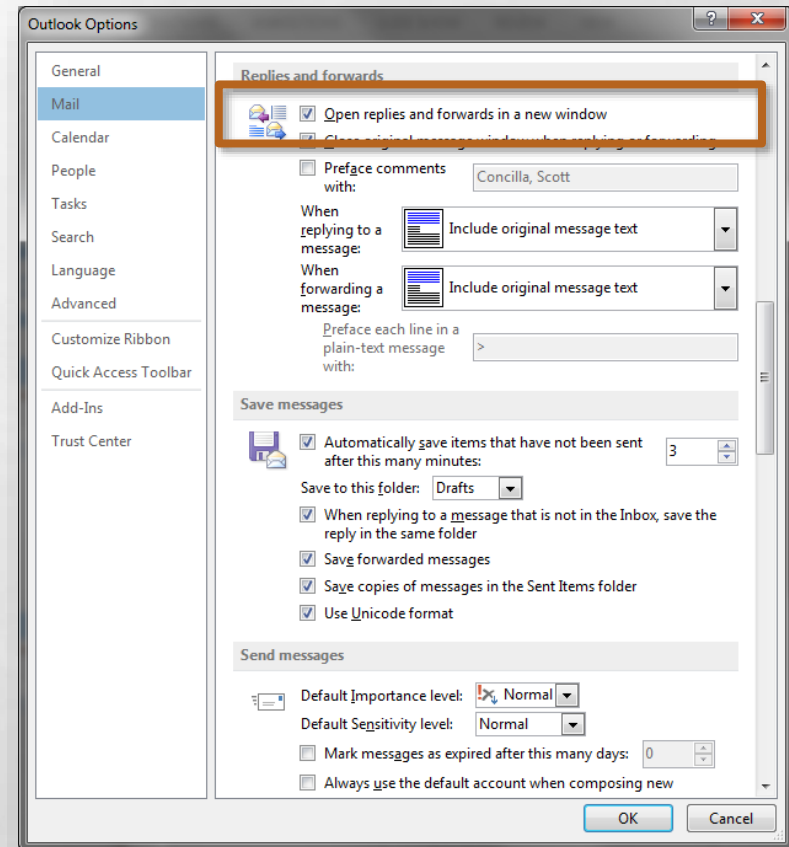
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- If you prefer the old method of having replies and forwards always open in a separate window, scroll back up to the **Replies and forwards** section.
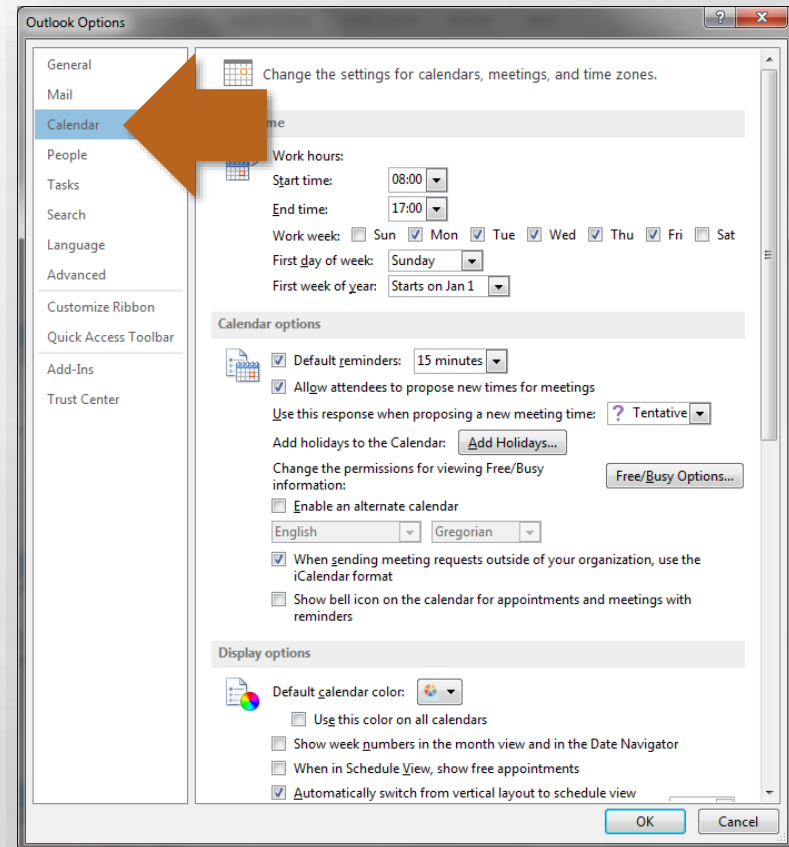
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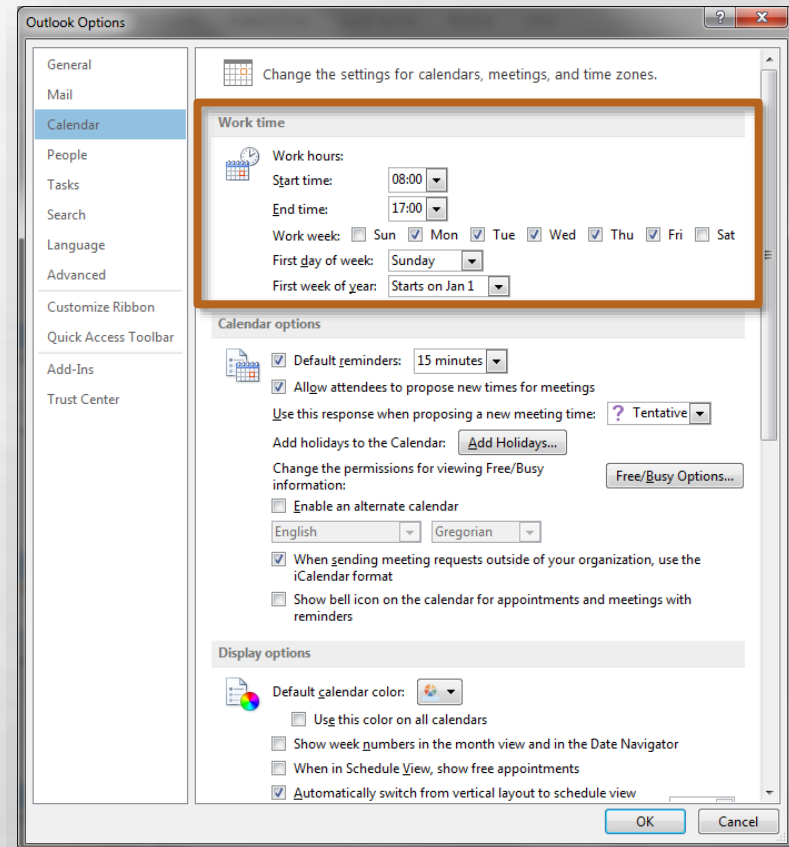- Select the **Open replies and forwards in a new window** option.

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- Staying in the **Outlook Options** dialog box, select the **Calendar** tab.

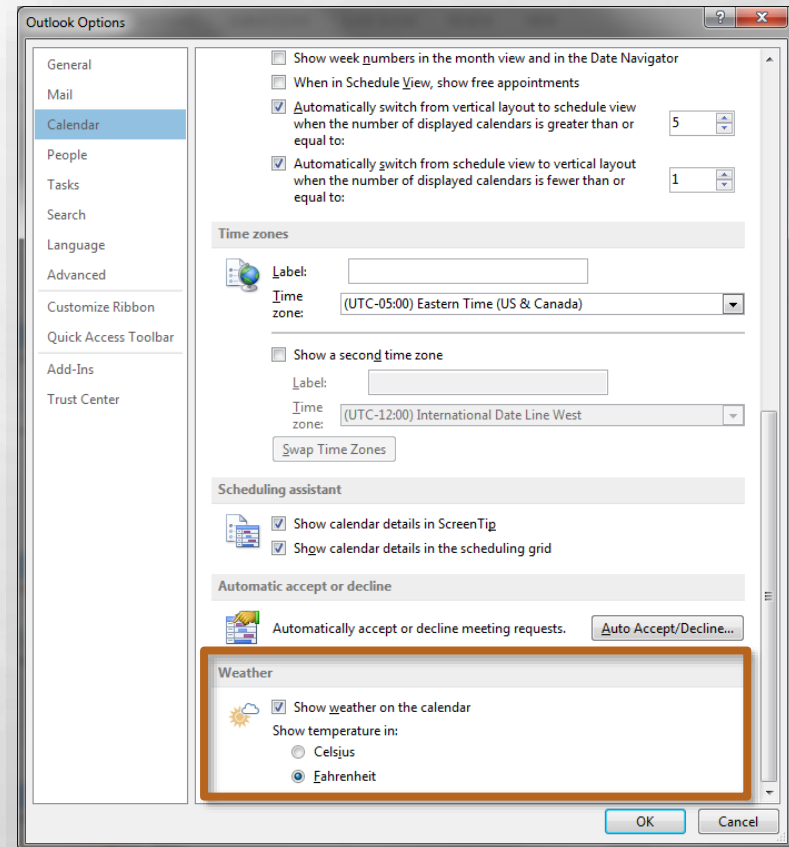# Setting up Outlook 2013

- First, you may wish to set your **work hours**.

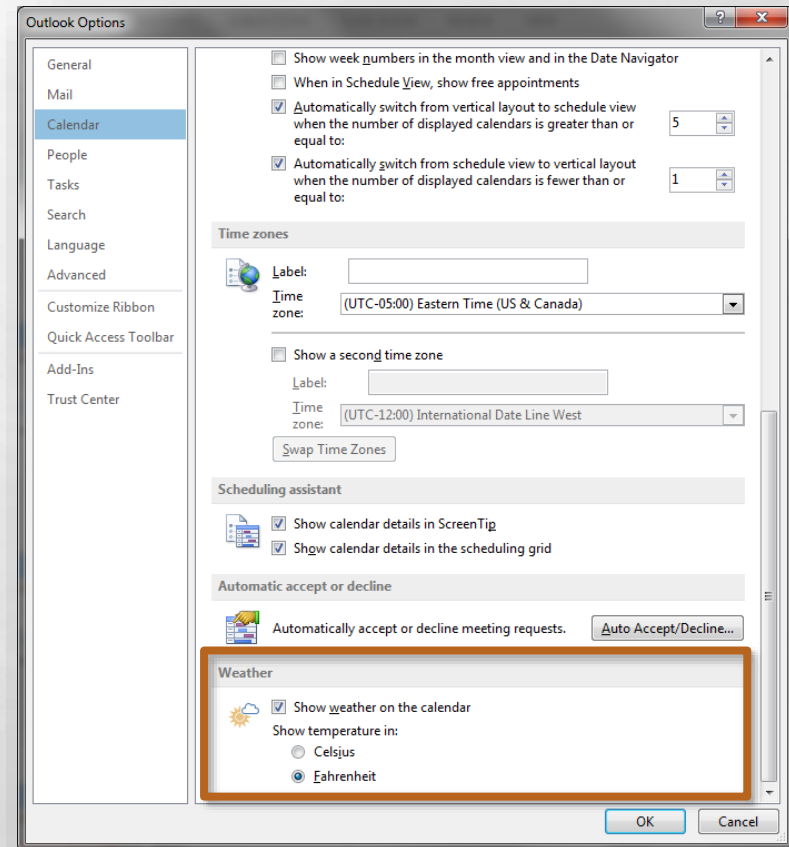- The work hours are when you are available to other users for meetings.

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- Now scroll down to the bottom of this tab, and find the **Weather** section.
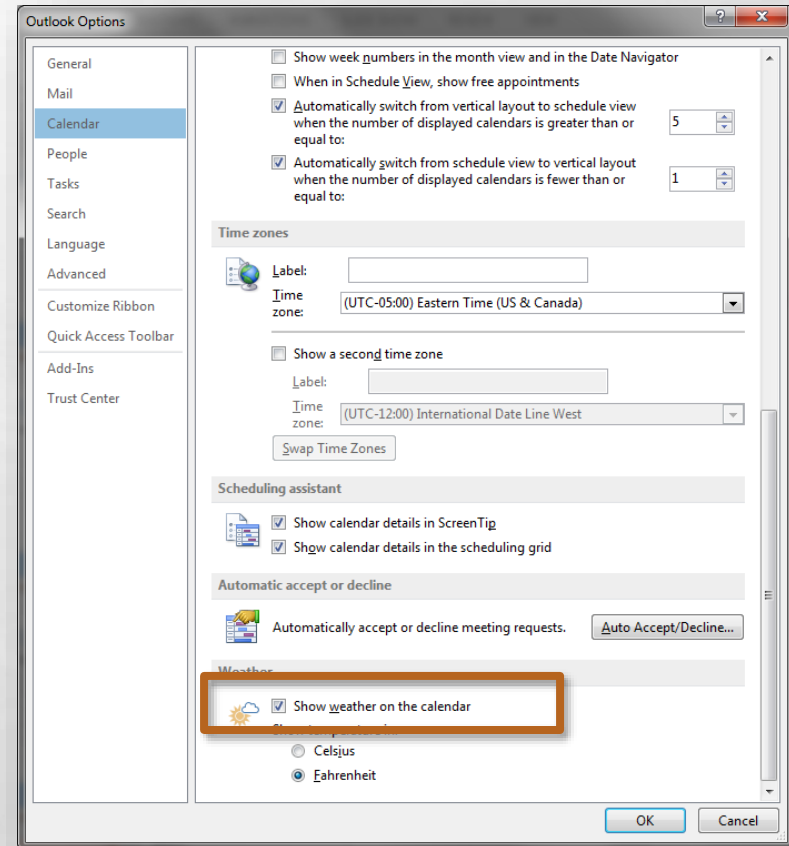
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- A new feature of the Calendar in Outlook 2013 is to display a weather bar above the calendar.
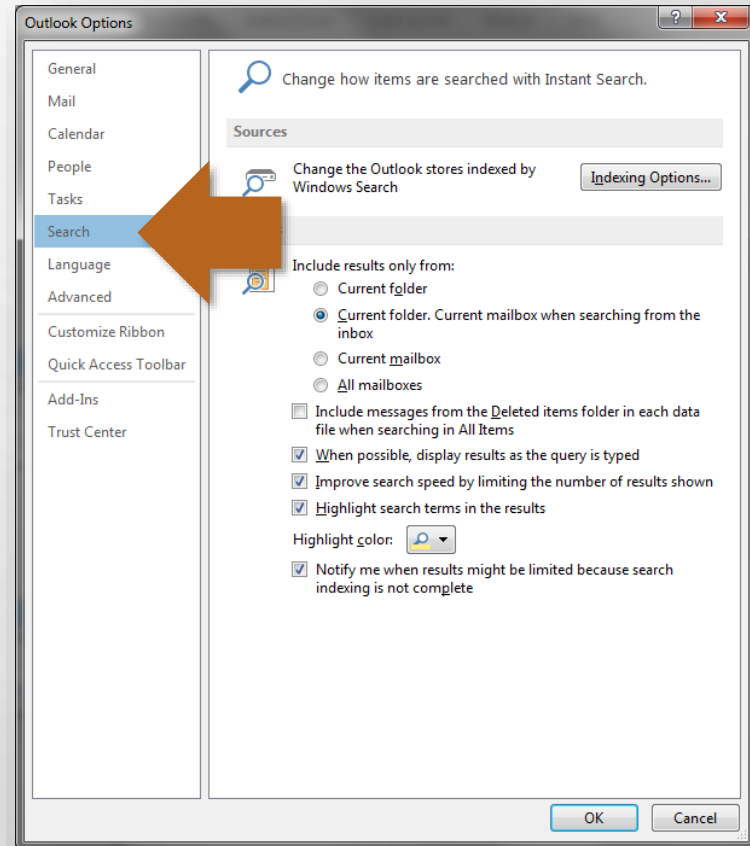
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- You can enable or disable the weather bar here by selecting or unselecting the **Show weather on the calendar** option.
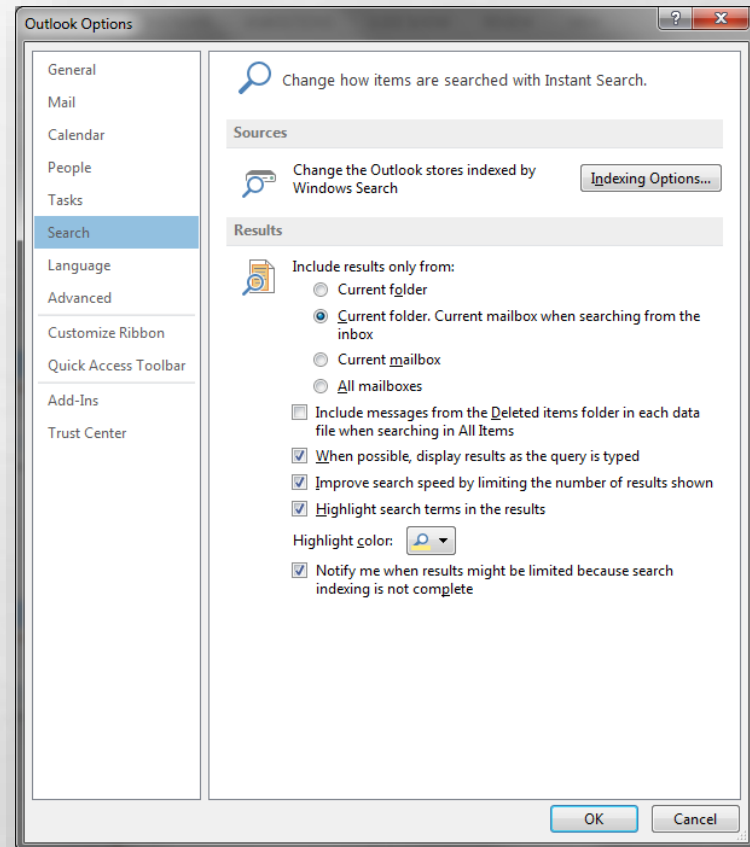
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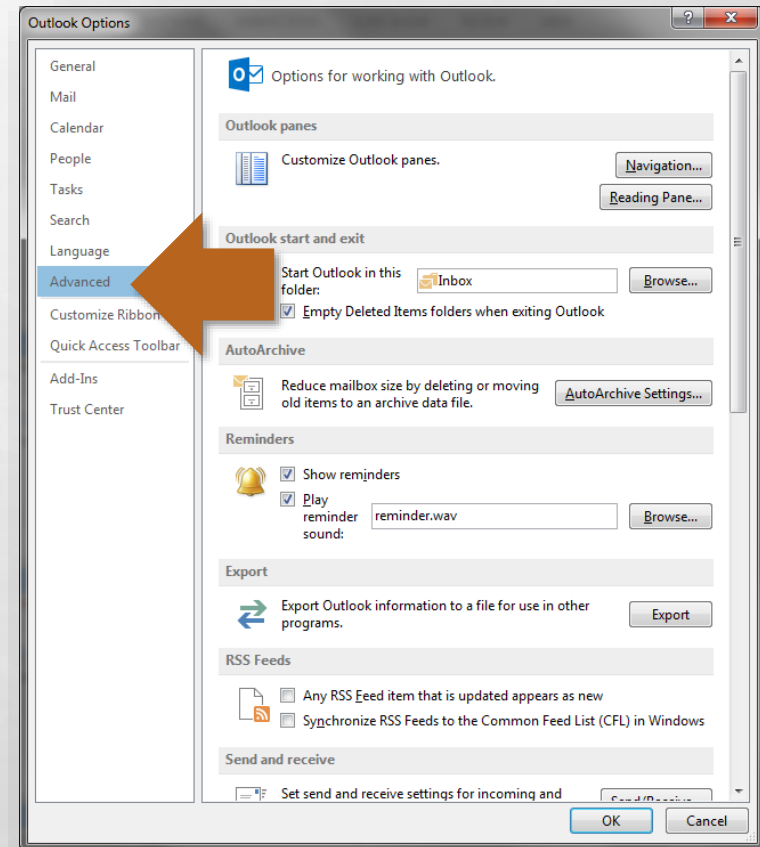- Now select the **Search** tab in the **Outlook Options** dialog box.

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- This is a new section that allows you to set defaults for how searches work and where they search in your account.

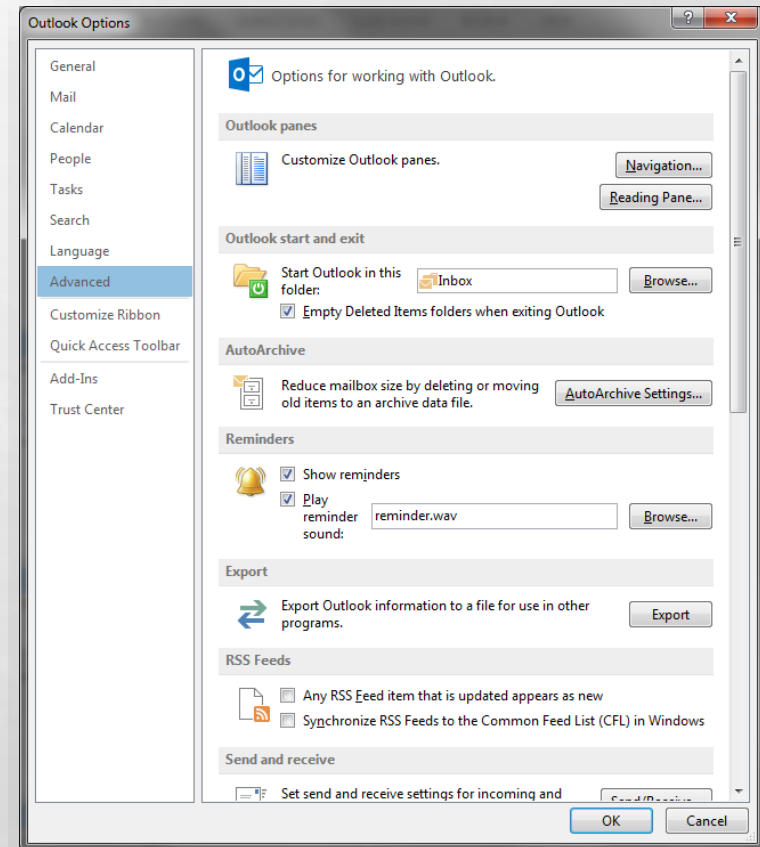- Select your desired default options for search.

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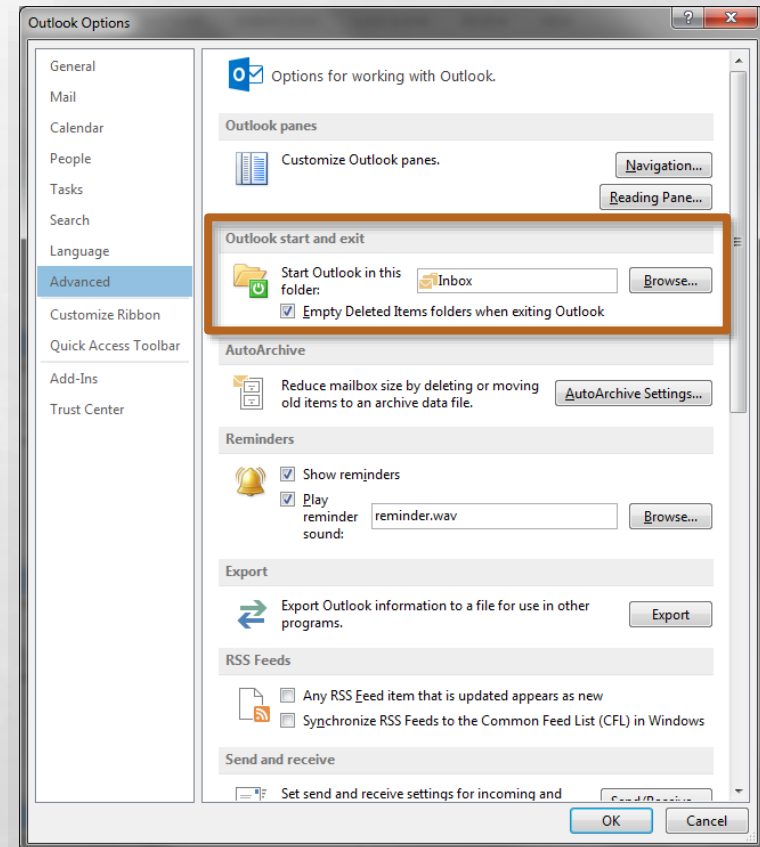- Lastly, select the **Advanced** tab of the **Outlook Options** dialog box.

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- By default, Outlook does not empty the Deleted Items folder automatically.
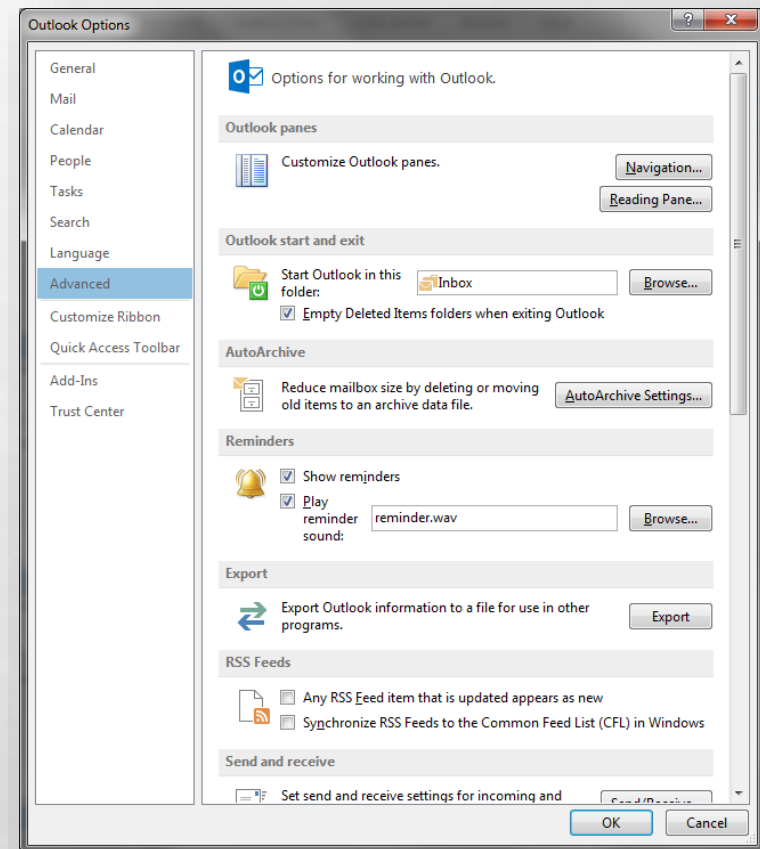
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- To have Outlook empty this folder every time you exit the program, in the **Outlook start and exit** section, select the **Empty Deleted Items folders when exiting Outlook** option.
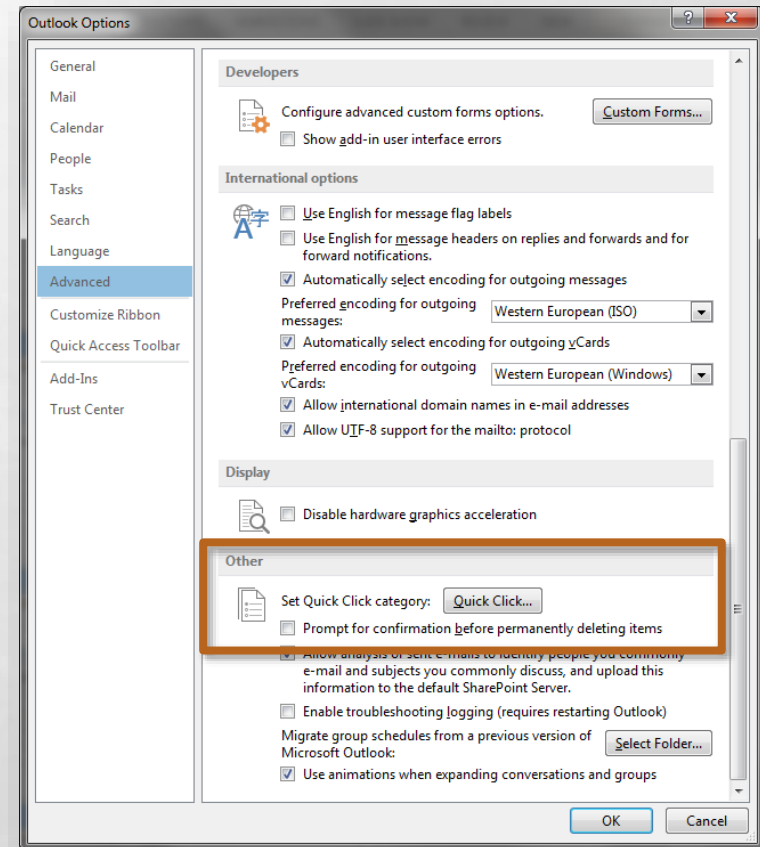
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- However, selecting this option also means that every time you quit Outlook, a dialog box will display, prompting you to confirm the permanent deletion of deleted items.

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- If you do not want to have to confirm the deletion, scroll down to the **Other** section, and deselect the **Prompt for confirmation before permanently deleting items** option.
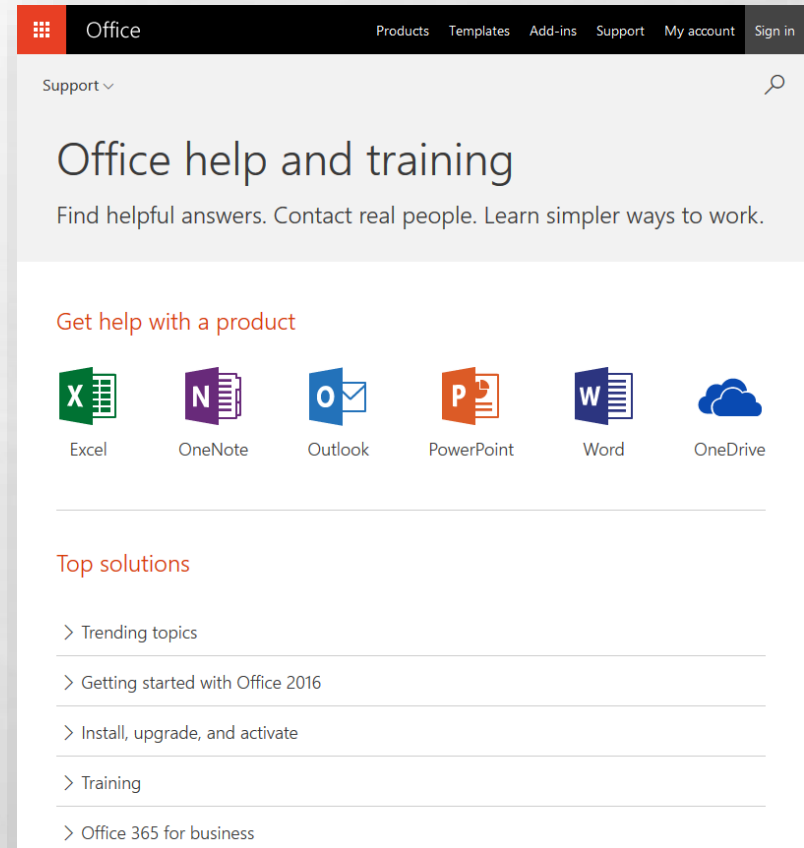
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- That covers most of the basic changes you're probably going to want to make before getting started with Outlook 2013.

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- If there was something not covered in this video, go to the Microsoft Office help site at support.office.com for further information.