

# Using the Ribbon

## Objective

This document provides instructions on how to use the Ribbon in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

The Ribbon is a horizontal strip of buttons and fields that appears across the top of Microsoft Office programs. It is designed to help you quickly find the commands that you need to complete a task.



Groups

Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when you need them.

## Part 1 - The Ribbon in Mail

The Ribbon in the Mail view consists of five standard tabs.

The File tab (also referred to as "Backstage") contains account settings and options.



- a. Print a message
- b. Account Settings for adding/removing accounts or delegating access
- c. Options
- d. Automatic Replies (see Setting Automatic Replies)
- e. Rules and Alerts (see Using Rules)

#### The Home tab contains items related to message management.



- f. New items
- g. Delete or clean up tools for your mailbox
- h. Various response options (see Composing and Responding to Email Messages)
- i. Quick Steps (see Using Quick Steps)
- j. Various tools for moving messages (see Using Folders and Using Rules)
- k. Multiple ways to tag or flag a message for follow up (see Using Categories and Using Flags)
- l. Mail and contact search options

The Send/Receive tab contains technical tools related to mail flow.



- m. Tools to refresh your mailboxes
- n. Progress report on both incoming and outgoing mail

The **Folder tab** contains items related to folder management.

🔯 📰 🕤 🔻				In	box - juliani@	sadatrain.onmicrosoft.com - Out
FILE HOME	SEND / RECEIVE FOL	LDER VIEW				
New New Search Folder Folder	Rename Folder	Mark All Run Rules as Read Now	A Clean Up Folder - Show All Folders A to Z	Show in Favorites	View on Server	Policy Folder Folder Permissions Properties
New	Actions		Clean Up	Favorites	Online View	Properties
را ه	p		q			

- o. New Folder (see Using Folders) and Search Folder (see Using Search Folders) creation
- p. Folder management
- q. Multiple ways to clean up your folders

The View tab contains tools to customize the look and feel of your mailbox.



- r. Conversation view (the bundling of your message threads)
- s. Several options for sorting your messages
- t. Change the look and feel of your mailbox layout

#### Part 2 - The Ribbon in Calendar

The Ribbon in the Calendar view consists of five standard tabs.

The **File tab** is the same as in the Mail view above.

The Home tab contains items related to calendar management.

03	📴 🖶 🗢 🗧 Calendar - juliani@sadatrain.onmicrosoft.com - Outlook																
FILE	HOME	SEND	/ RECEIVE	FOLDER	VIEV	V											
New Appointme	New New	New Items •	New Lync Meeting	Today	Next 7 Days	Day	Work Week	Week	Month	Schedule View	Open Calendar	Calendar Groups +	E-mail Calendar	Share Calenda	Publish r Online •	Calendar Permissions	Search People
	New		Lync Meeting	Gol	fo Fail			Arrange		G.	Manage	Calendars		-	Share		Find
			J														
	а							b			C				d		

- a. New items
- b. Change your current or default calendar view
- c. View other calendars in the District (see *Viewing Others Calendar* and *Creating Calendar Groups*)
- d. Various ways to share your calendar with others in the District

The Send/Receive tab contains technical tools related to calendar flow.



e. Tools to refresh your calendar(s)

g

f. Progress report on both incoming and outgoing invitations

The **Folder tab** contains items related to calendar ownership.

	5 Ŧ					
FILE	HOME	SEND / RECEIVE	FOLDER	VIEW		
New Calendar	Rename Calendar	Copy Calendar Move Calendar Delete Calendar	Share Calendar	Open Calendar →	Calendar Permissions	Calendar Properties
New		Actions	Sha	are	Prope	rties

g. Create a new calendar (such as a class calendar, department or personal calendar)

The View tab contains tools to customize the look and feel of your	calendar(s).
--	--------------

oz 📰 🕤 🕫						Calen	dar - julia	ni@sadatrain.	onmicrosof	t.com - Outloo	ok
FILE HOME	SEND / RECEIVE	FOLDER VIEW									
9 🔅 🖻			Time Scale -	-					<b>A</b>		
Change View Reset View≠ Settings View	Day Work Week	Week Month Schedule View	B Working Hours	Color +	Daily Task List≁	Folder Reading Pane + Pane +	To-Do Bar∓	People Pane ≠	Reminders Window	Open in New Window	Close All Items
Current View		Arrangement	Es.	Color		Layout		People Pane		Window	
		h					i i				

- h. Change the overall view of your calendar
- i. Adjust the layout of your calendar