

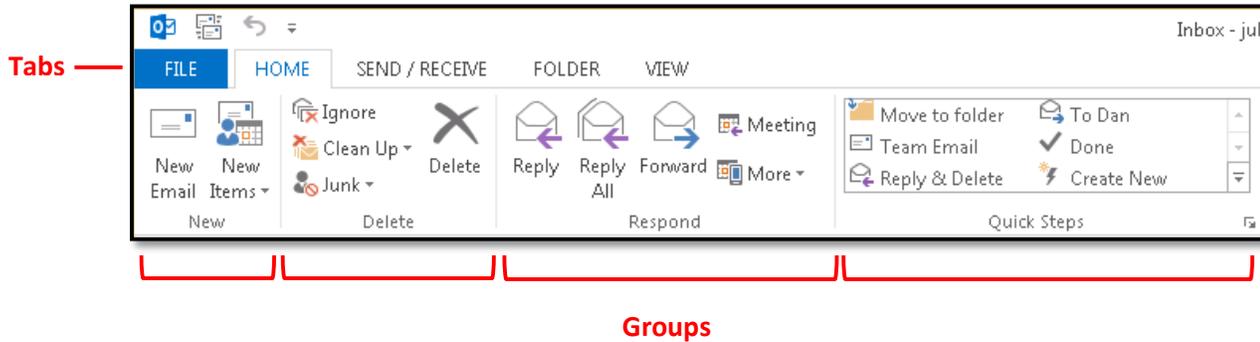


# Using the Ribbon

## 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.

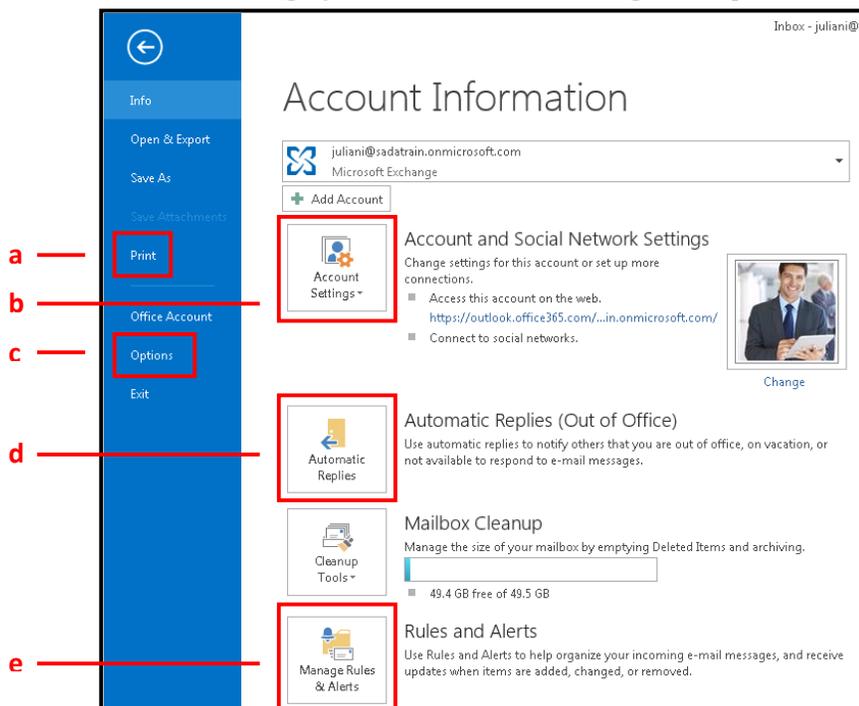


Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when you need them.

## Part 1 - The Ribbon in Mail

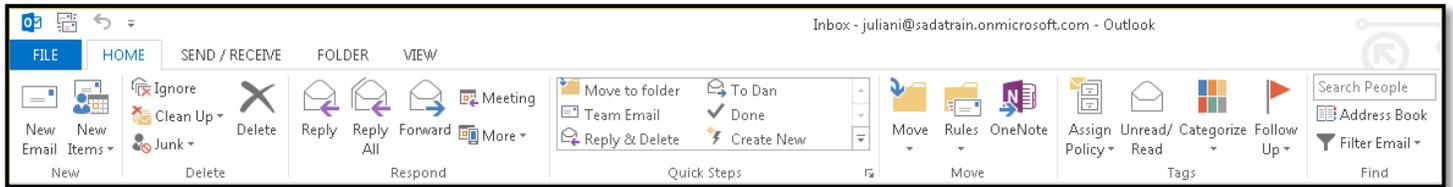
The Ribbon in the Mail view consists of five standard tabs.

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



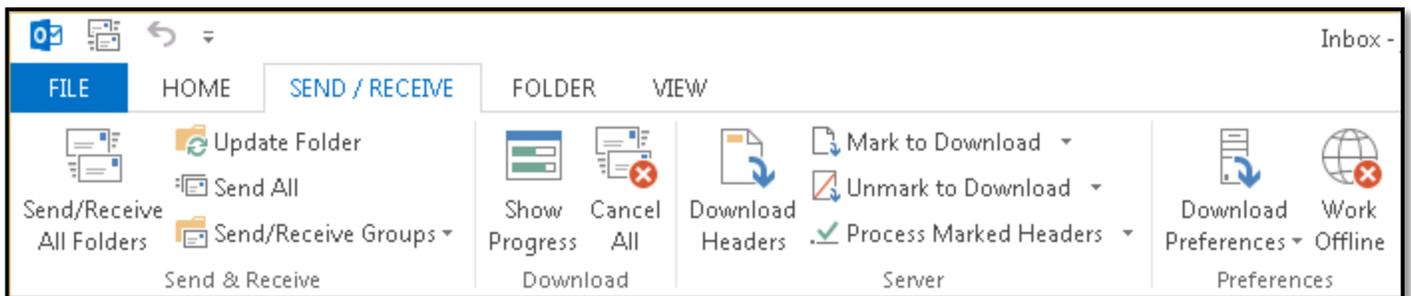
- Print a message
- Account Settings for adding/removing accounts or delegating access
- Options
- Automatic Replies (see *Setting Automatic Replies*)
- Rules and Alerts (see *Using Rules*)

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



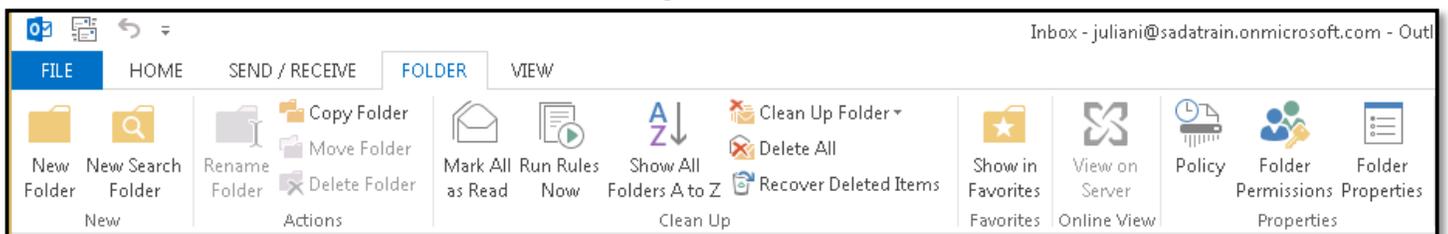
- New items
- Delete or clean up tools for your mailbox
- Various response options (see *Composing and Responding to Email Messages*)
- Quick Steps (see *Using Quick Steps*)
- Various tools for moving messages (see *Using Folders* and *Using Rules*)
- Multiple ways to tag or flag a message for follow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

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



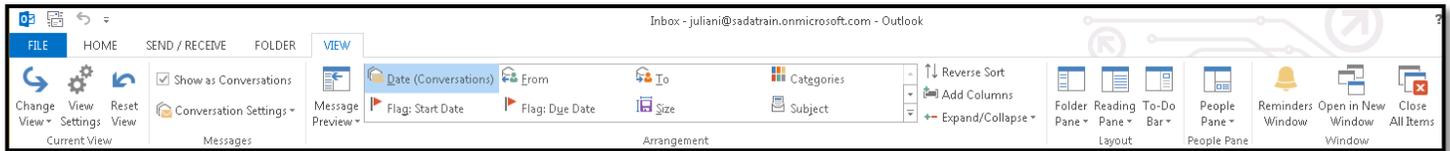
- Tools to refresh your mailboxes
- Progress report on both incoming and outgoing mail

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



- 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.



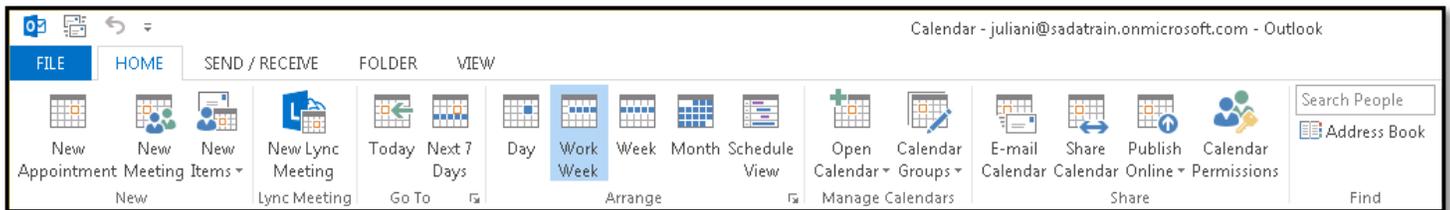
- r. Conversation view (the bundling of your message threads)
- s. Several options for sorting your messages
- t. Change the look and feel of your mailbox layout

## Part 2 – The Ribbon in Calendar

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

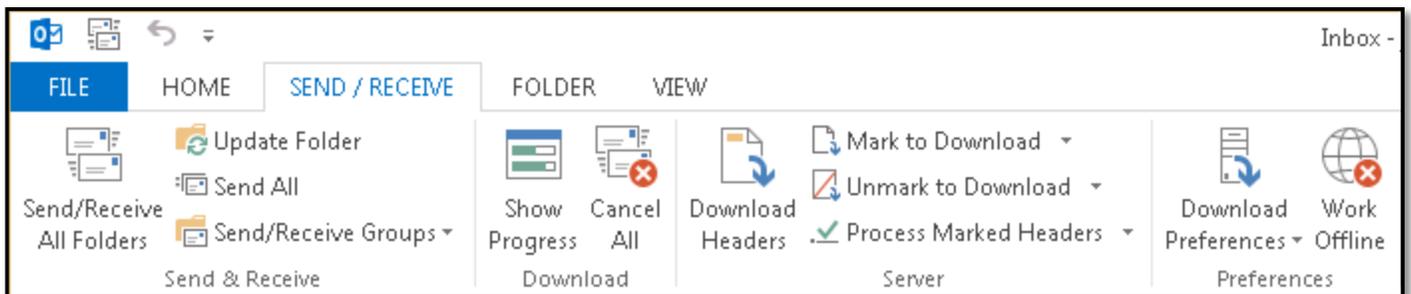
The **File** tab is the same as in the Mail view above.

The **Home** tab contains items related to calendar management.



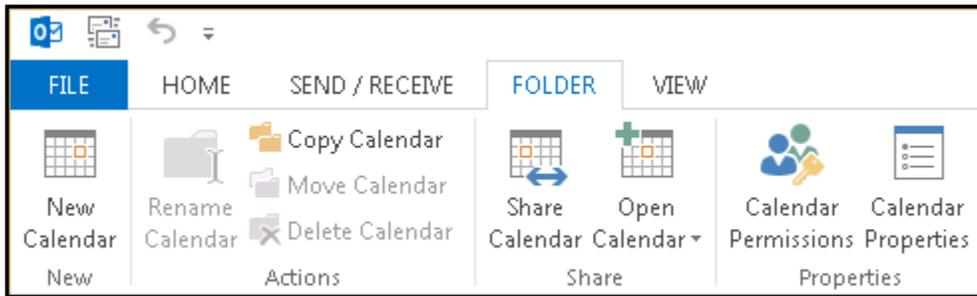
- a. New items
- b. Change your current or default calendar view
- c. View other calendars in the District (see *Viewing Others Calendar* and *Creating Calendar Groups*)
- d. Various ways to share your calendar with others in the District

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



- e. Tools to refresh your calendar(s)
- f. Progress report on both incoming and outgoing invitations

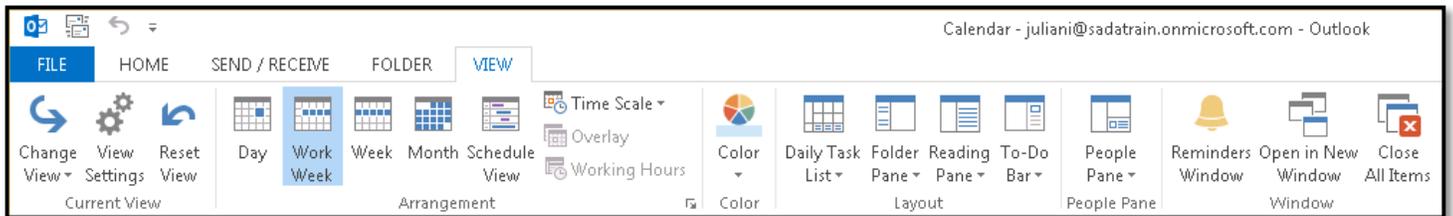
The **Folder tab** contains items related to calendar ownership.



g

- 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).



h

i

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