



Microsoft 365



[Microsoft 365 Initial Log In](#)

[Microsoft 365 Local Installation](#)

[Microsoft 365 Webmail Guide](#)

[Microsoft 365 OneDrive Guide](#)

[Microsoft 365 Teams Guide](#)

[Microsoft 365 SharePoint Guide](#)

[Microsoft 365 Outlook Guide](#)

[Microsoft 365 Outlook for Mac](#)

[Microsoft 365 Outlook for iOS](#)

[Microsoft 365 Outlook for Android](#)

[Microsoft 365 Word Guide](#)

[Microsoft 365 Excel Guide](#)

[Microsoft 365 PowerPoint Guide](#)

[Microsoft 365 OneNote Guide](#)

Microsoft 365 accounts for students

As a Canadore College student, you are entitled to use of Microsoft’s 365 while you attend.

Each student is assigned an “@Canadorestudents.ca” email address.

Students will have access to this email and Microsoft 365 only while they are actively registered.

Your “@Canadorestudents.ca” email address can be determined by logging into Self-Service.

How to Determine your Canadorestudents.ca login

Your email account is based on your Email ID Number which can be found on your Self-Service.


Follow these steps to check your Email ID Number in Self-Service.

1. Navigate to [Self-Service User Login \(canadorecollege.ca\)](#) and login
2. Select the “Personal Information” tab on the home screen
3. Select “View E-mail Addresses”
4. On this page your Email ID is under “Authentication student email”
 - **Examples of Email IDs:** (123456@canadorestudents.ca or John.Smith@canadorestudents.ca)
This Email-ID-Number type like above depends on the age of your account with Canadore.

Personal Information
Student
Finance

Search

View E-mail Address(es)

 Your active e-mail addresses are displayed in order by address type.
Students can add a personal E-mail and set it as their preferred form of communication.
Note: The @mycanadore.ca account listed is your system login ID.

E-mail Addresses

Authentication student email

Email-ID-Number-Here@canadorestudents.ca
Comment: Authorization email

Personal E-mail - Updateable

PersonalEmail@gmail.com **Preferred**

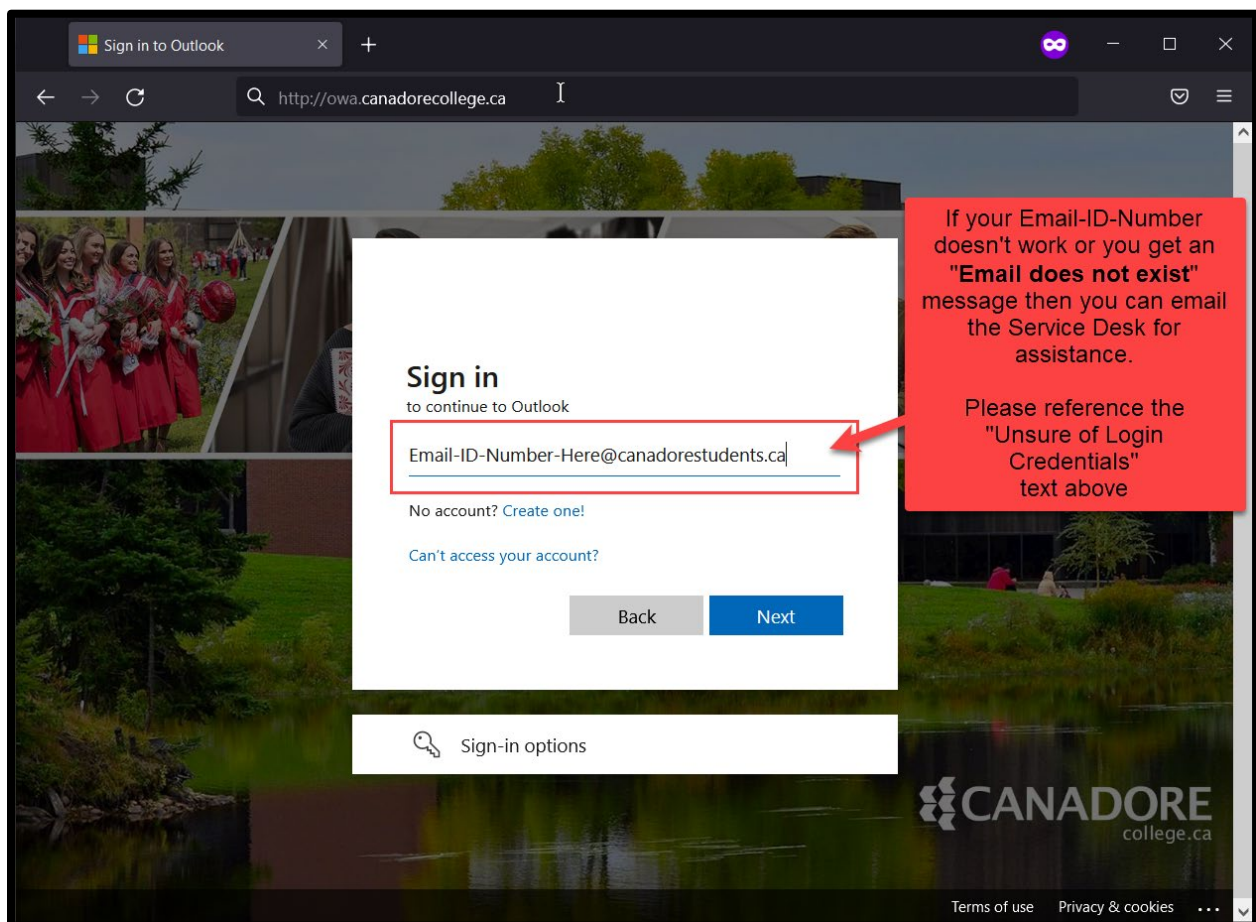
Unsure of your login credentials

NOTE: If you are uncertain what your login credentials are or need assistance, please send an email to Service.Desk@canadorecollege.ca and include the following:

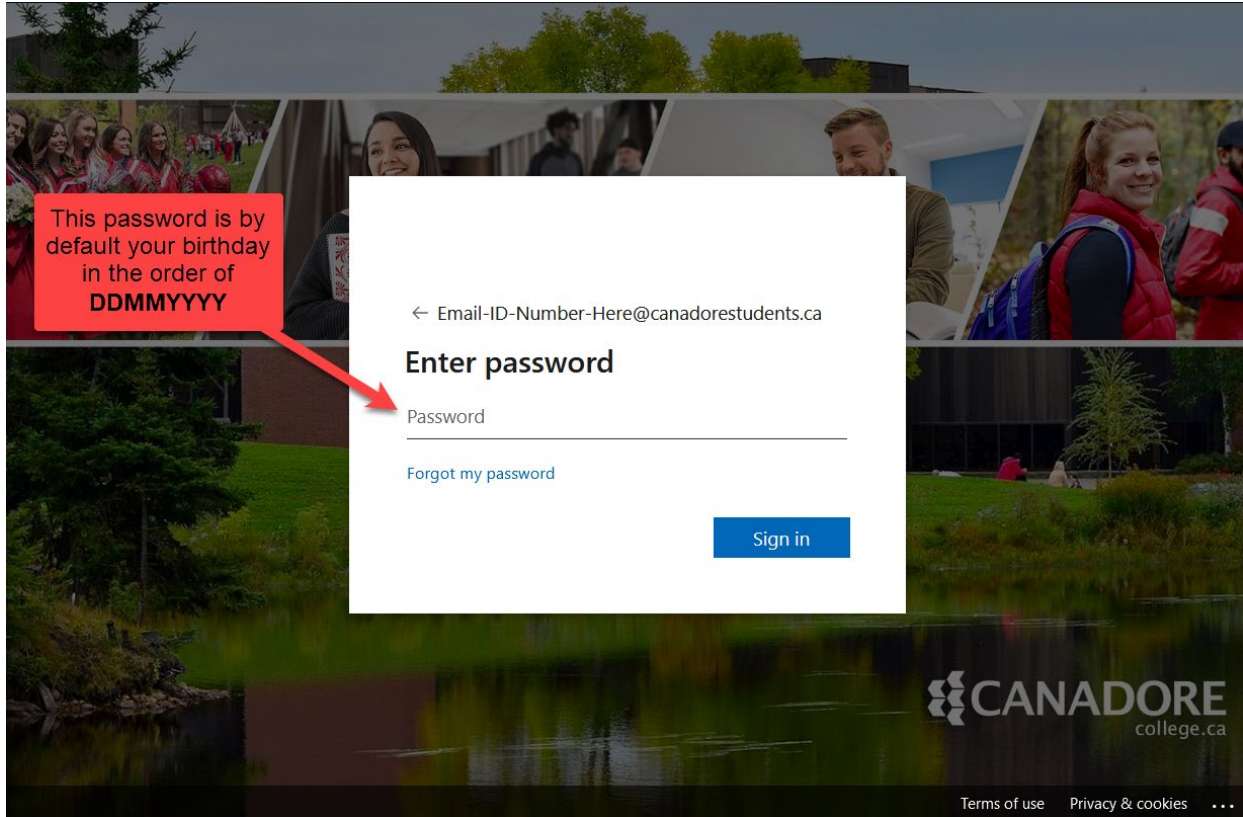
- **Email Subject:** Microsoft 365 Credential Request – Put your Student Number Here
- **Student ID:**
- **First and Last Name:**
- **Date of Birth:**
- **Program you are taking:**
- **Campus:**

Canadore College Microsoft 365 Log In

1. Launch any internet browser (Chrome, Safari, Firefox, Edge, or Internet Explorer) and navigate to the following website: <http://owa.canadorecollege.ca>



2. Enter the Email-ID-Number-Here@canadorestudents.ca that you checked on Self-Service in "step 4" as the username.



If you have logged into a campus computer, the Harris library or changed your password for those services that password is your Microsoft 365 password.

If you have not logged into a computer on campus or the Harris library, then your password will be your birthdate by default.

It will be in **DDMMYYYY** format.

Example: If you were born January 23rd, 2005, you would use **23012005**.

It will then ask you to change your password if this is your first-time logging into the webmail. Your password expires every 40 days, so make sure to update it before then.

Password is incorrect or expired

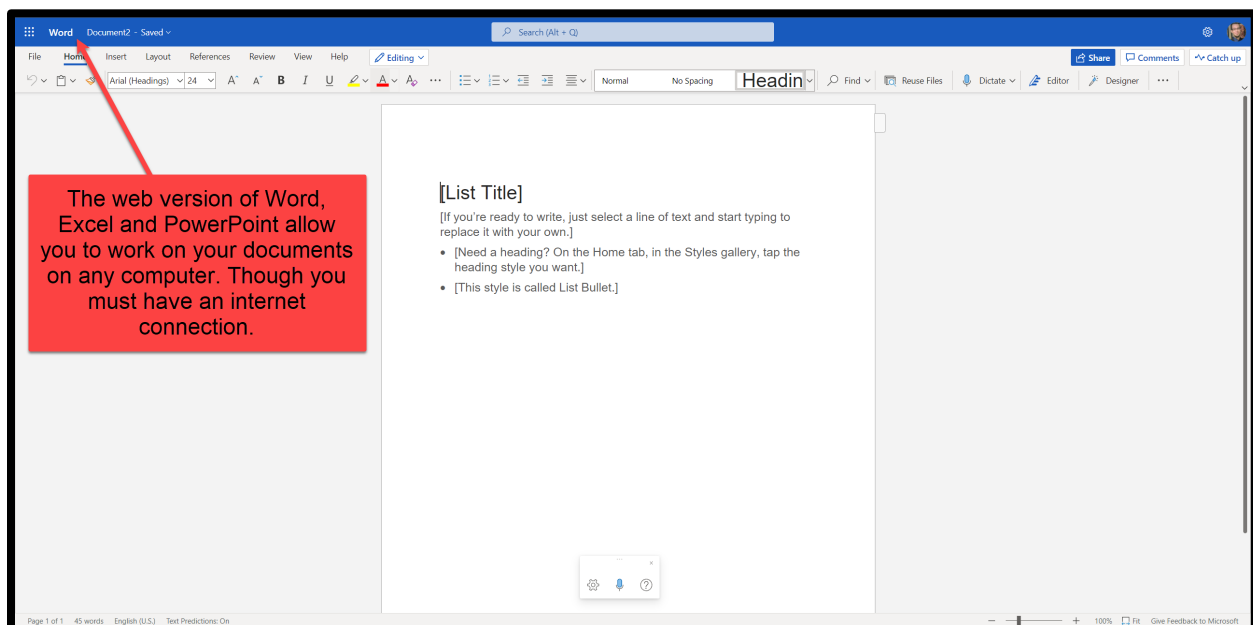
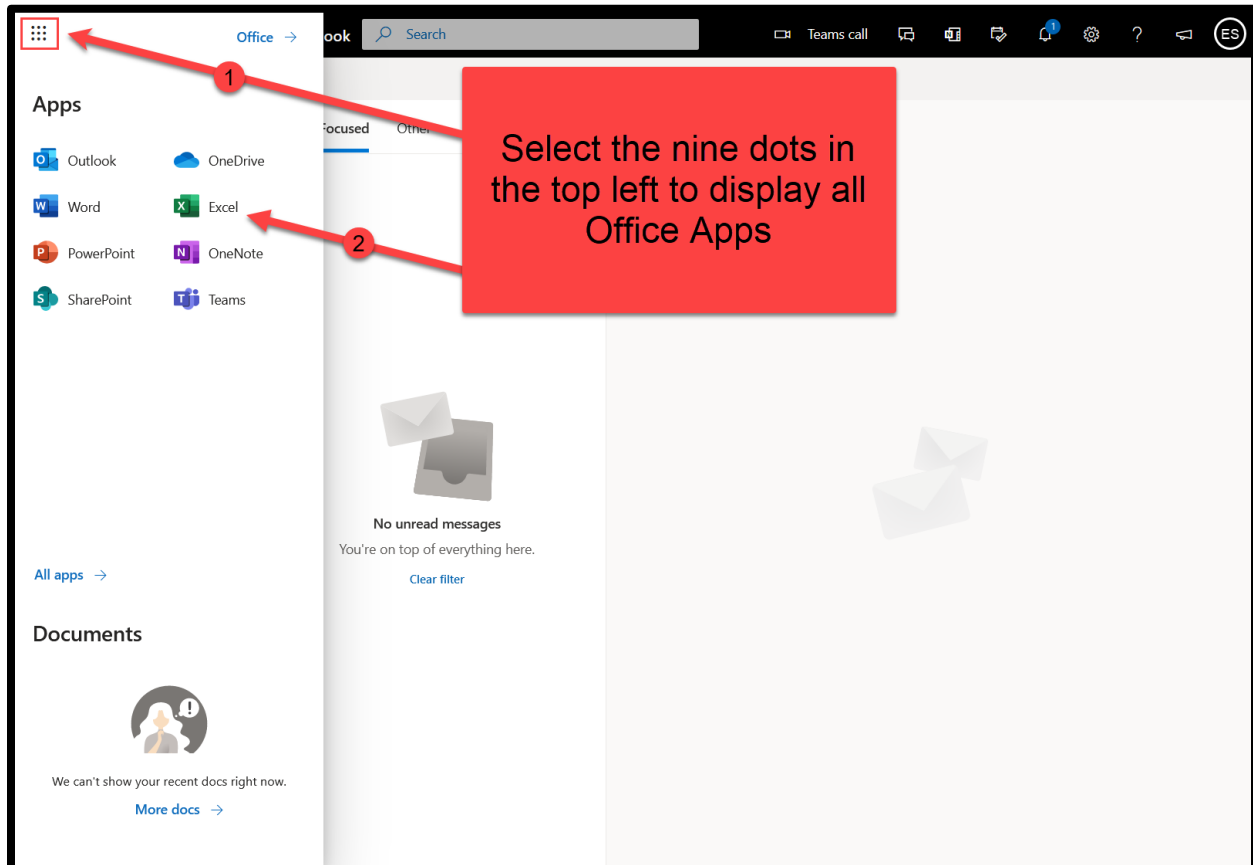
If you are unable to change your password after it expires or it is incorrect and you can't login, please contact the Service Desk for assistance.

Please make sure to provide the same information as detailed in the "Unsure of your login credentials" section earlier.

Accessing Microsoft 365 apps via Webmail

After logging into webmail, you can also access all the apps on the Microsoft 365 suite for students.

This includes Word, Excel, PowerPoint, OneNote and Teams.

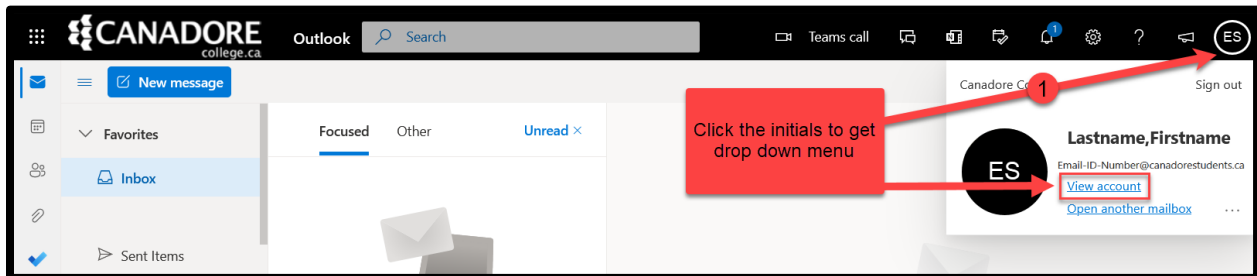


Installing Microsoft 365 locally

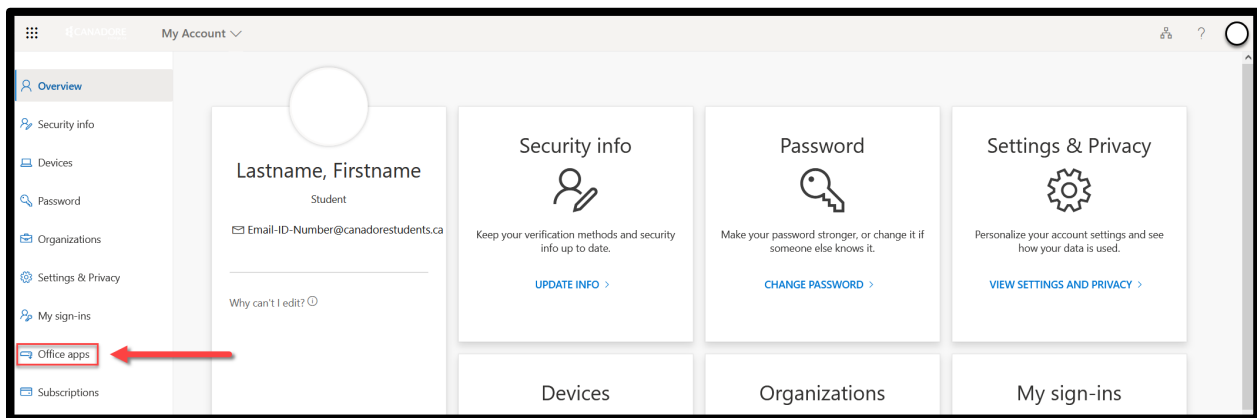
You can use the web apps, or you can install Microsoft 365 on your own computer.

Use the following steps to install (This applies to Windows and Mac PCs)

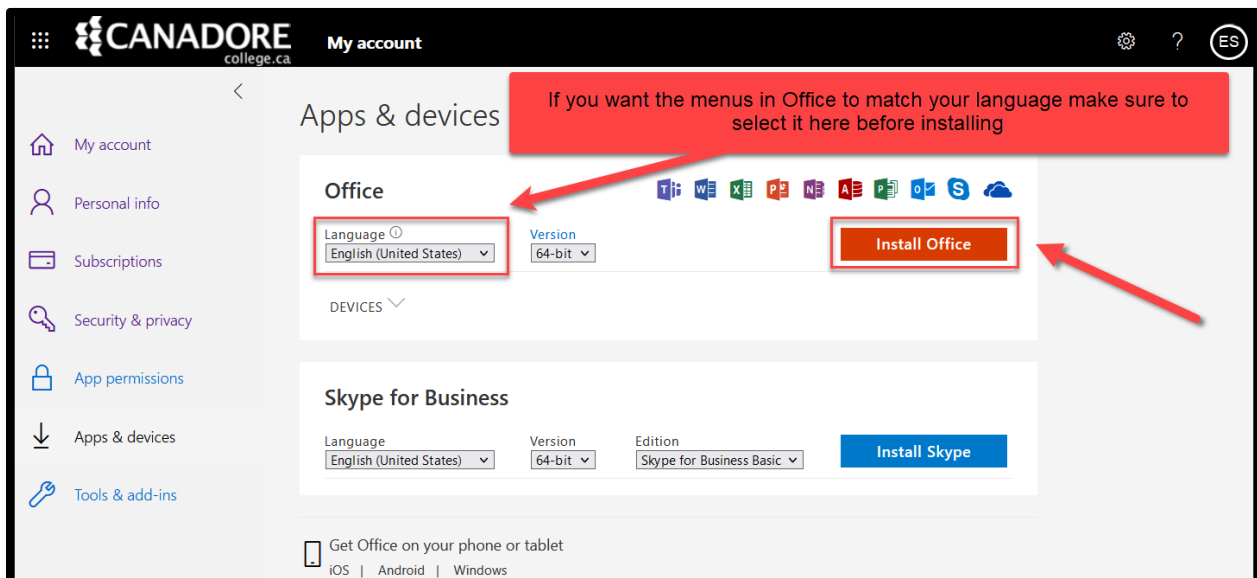
1. On the Outlook page, click on your initials in the top right, and then click on **“View Account”**



2. Click on Office Apps



3. Next select Install office, it will download a `Officestep.exe` file and you open that file to start the installation.



You will want to confirm that your computer meets the requirements for Microsoft Office detailed on the next page.

Microsoft 365 system requirements

Computer and processor

Windows OS: 1.6 GHz or faster, 2-core. 2 GHz or greater recommended for Skype for Business

MacOS: Intel processor

Memory

Windows OS: 4 GB RAM; 2 GB RAM (32-bit)

MacOS: 4 GB RAM

Hard disk

Windows OS: 4 GB of available disk space

MacOS: 10 GB of available disk space; HFS+ hard disk format (also known as macOS Extended) or APFS
Updates may require additional storage over time.

Operating system

Windows OS: Windows 11, Windows 10, Windows 8.1, Windows Server 2019 or Windows Server 2016.
Please note Microsoft 365 Apps for enterprise will be supported on Windows Server 2019 or Windows Server 2016 through October 2025.

MacOS: One of the three most recent versions of macOS. When a new version of macOS is released, the macOS requirement becomes one of the then-current three most recent versions: the new version of macOS and the previous two versions.

Office 365 Webmail Guide

Organize your Inbox

Switch between **Focused** and **Other** inbox.

Filter, sort, and turn on **Conversations** and **Focused Inbox**.

See only your **Unread** messages.

Show only messages you are @mentioned in.

Sort mail by **Date, From, Size, Importance, and Subject**.

Flag messages

Set a flag for the message.

Pin message to top of the inbox or folder.

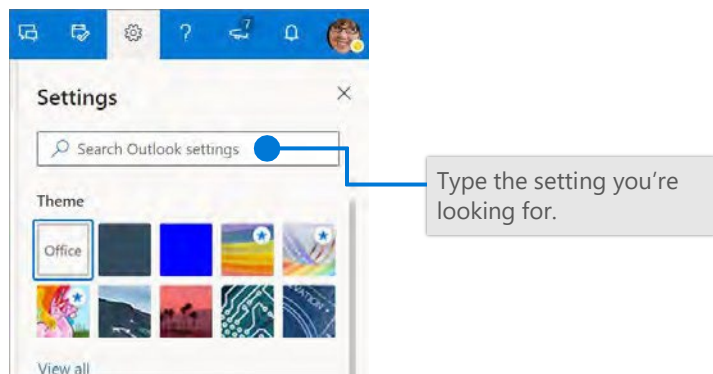
Train your Focused Inbox

Switch between the **Focused** or **Other** inbox, select the message you want to move, and then select **Move to**.

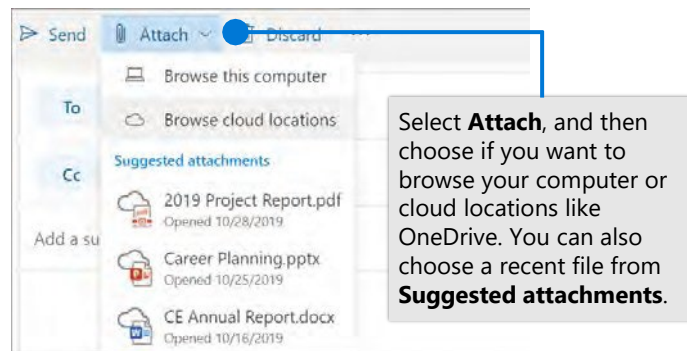
For instance, from **Other**, choose **Move to Focused** or **Always Move to Focused**.

Office 365 Webmail Guide

Find the settings you want to change with Search

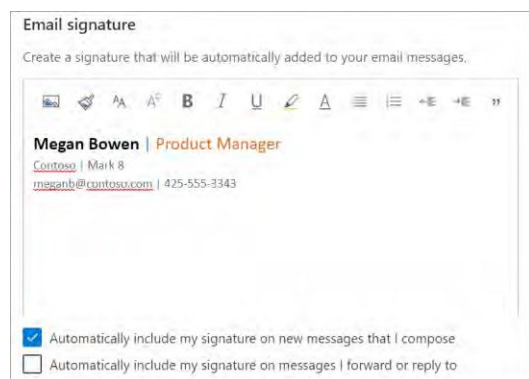


Upload a file and attach a link to a message



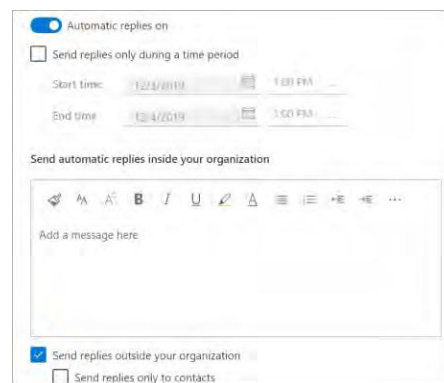
Create a signature

Select > **View all Outlook settings** > **Mail** > **Compose and reply**



Set an Out of Office notification

Select > **View all Outlook settings** > **Mail** > **Automatic replies**



Choose your keyboard shortcuts



Select > **View all Outlook settings** > **General** > **Accessibility**, and choose which version of shortcuts to use

Outlook shortcuts include:

New message	Ctrl + N
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + Shift + F
Previous/Next	Up/Down keys

More Keyboard Shortcuts:
<https://go.microsoft.com/fwlink/?linkid=2025075>

More info

Outlook on the web Help,
<https://go.microsoft.com/fwlink/?linkid=864505>

Differences between desktop, online, and mobile,
<https://go.microsoft.com/fwlink/?linkid=864504>

Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign-in to your Microsoft 365 account and select **OneDrive** from the app launcher. This guide covers OneDrive for work or school, but most of the functionality is the same for home subscribers.

Open
Open and edit a file online or in a desktop app.

Share
Share files directly from OneDrive. Files are private until shared.

Copy link
Get a link to the selected file to insert in an IM, email, or site.

Move to/Copy to
Move or copy to another destination in your OneDrive or any SharePoint site.

Information Pane
See file information, recent activity, and manage access permissions to the file.

Shared
View and sort files with date shared, activity, or who they are shared with.

Recycle bin
Recover files you've deleted up to 93 days.

Shared libraries
Navigate to shared libraries on Microsoft Teams, SharePoint sites, or Microsoft 365 Groups.

Download
Download a copy of a file to work offline on a device.

Search
Find your content throughout OneDrive, SharePoint sites, and Microsoft Teams.

Sharing status
See which files are being shared and who they're shared with.

Manage access
See who can access a file, and manage what people can do with it.

Activity
See the sharing, viewing, and editing activity for a file.

Name	Modified	Modified By	File size	Sharing
AI Hero	2 hours ago	Megan Bowen	6 items	Private
Contoso Electronics	September 8	Megan Bowen	14 items	Private
Images	September 8	Megan Bowen	4 items	Private
Annual Financial Report (DRA...)		Megan Bowen		
Audit of S...		Megan Bowen		
Business C...		Megan Bowen		
CE Annual Report.docx	September 8	Megan Bowen		
Contoso Patent Template.docx	September 8	Megan Bowen	83.6 KB	Private
Contoso Purchasing Data - Q1.xlsx	September 8	Megan Bowen	21.9 KB	Private

OneDrive

OneDrive Mobile

The OneDrive mobile app supports personal, work and school accounts on iOS, Android, and Windows devices, and can be downloaded from the app stores.

See and manage all your accounts.

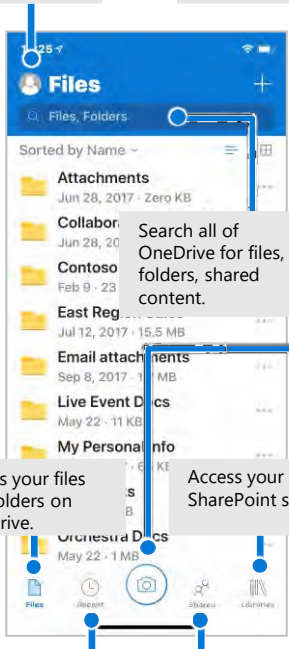
Capture whiteboards & scan or single or multiple page documents.

Share a file internally or externally with access controls.

Edit a file on the web or in client view.

See and manage multiple accounts.

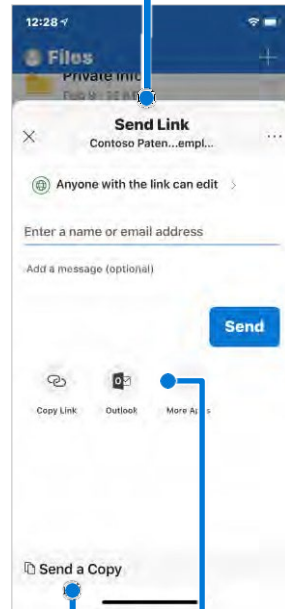
See trend views and an activity chart.



Search all of OneDrive for files, folders, shared content.

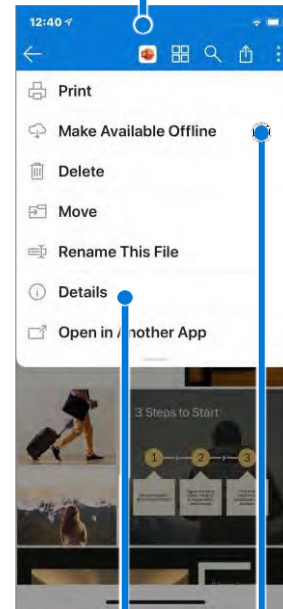
Access your files and folders on OneDrive.

Access your SharePoint sites.



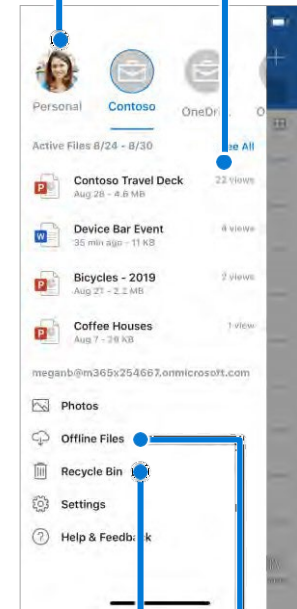
Send a copy of the file instead of sharing.

Copy the sharing link, email it in Outlook, or choose an app to send it with.



See details such as who the file is shared with.

Make files and folders available offline. *



Recover deleted files.

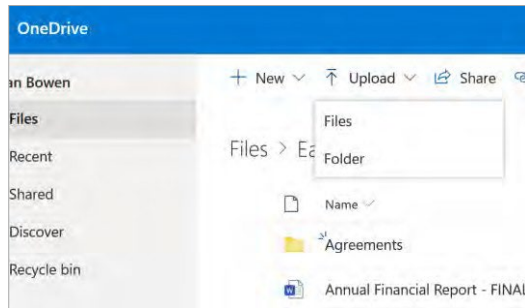
See all the files you have taken offline.

The above screens represent OneDrive for business accounts in iOS. Android users will have similar experience except the file activity functionality.
*Files and folders need to be taken from offline to online before they are synced to the cloud.

OneDrive

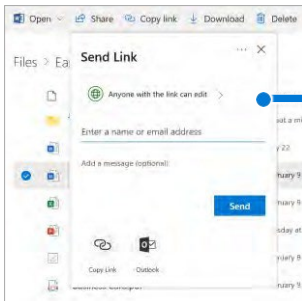
Create or upload files and folders

You can create **New** files and folders or upload existing files and folders from your device. In OneDrive, select **Upload > Files**. Or select a location in OneDrive and drag and drop files or folders from your device.



Share files

The files and folders you store in OneDrive are private until you decide to share them. You can stop sharing at any time. You can grant **Edit** or **View** permissions for recipients and set time limitations on a file to specify when it will no longer be accessible. In OneDrive, select a file and then select **Share**.

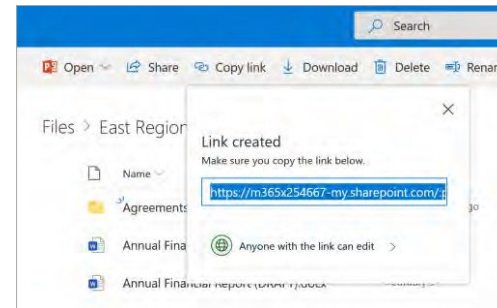


Based on admin settings, sharing levels are:

- Anyone** – people inside and outside your org can access. Links can be forwarded.
- People <organization>** – everyone in your org can access.
- People with existing access** – create a link to be used by people who already have access.
- Specific people** – specify email addresses of the people you want to give access to.

Copy Link

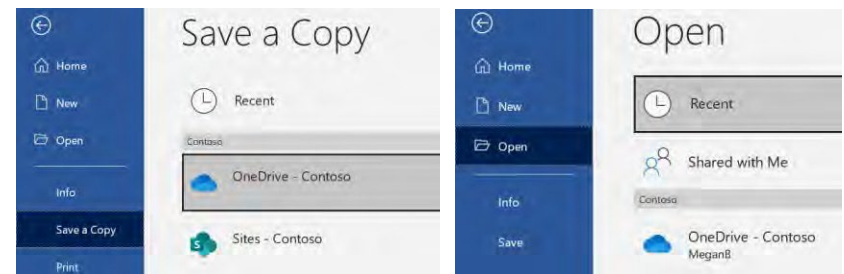
You can also share a file by copying the link and pasting it in email, IM, a webpage, or a OneNote page. In OneDrive, select a file and then select **Copy link**. Copy the link and then paste it in the destination.



Save and Open files in Office apps

(Requires Microsoft 365, Office 2019, or Office 2016)

You can save or open Office documents in OneDrive from the Office apps. In any Office document, select **File > Save a Copy**, choose your OneDrive, and then pick the folder where you want to save the file. To open a file stored on OneDrive, select **File > Open**, choose your OneDrive, and then select the file.



OneDrive

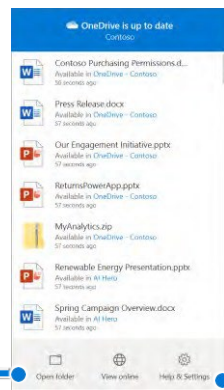
Sync files and folders

Sync your files and folders in OneDrive to your computer, so you can access them even when you're offline. When you are back online, changes you or anyone else make will sync automatically. In Windows 10, select **Start**, type OneDrive, and sign-in to OneDrive on your PC. In other versions of Windows or Mac, get the OneDrive sync app from onedrive.com/download.



View sync activity

You can view sync activity from the OneDrive activity center. Click the OneDrive icon in the Windows taskbar. If you click the folder icon, you can go directly to the OneDrive folder in File Explorer. Users on Mac have a similar experience.

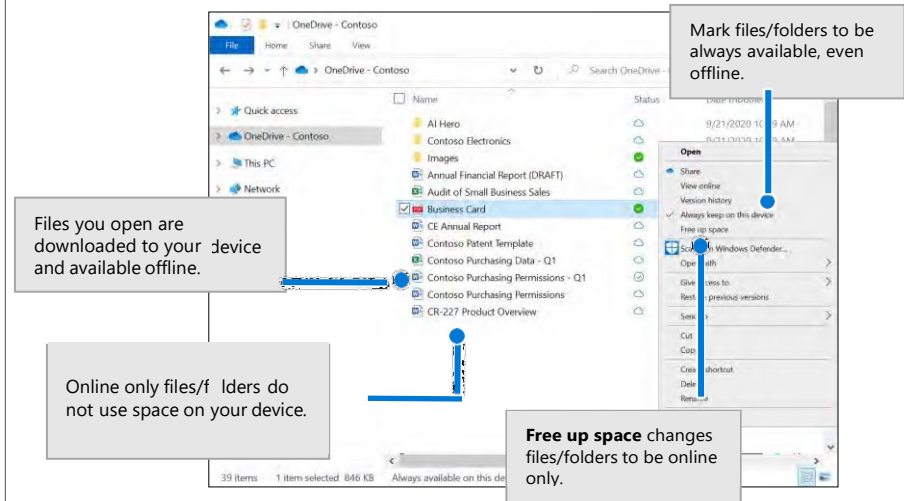


Select **Open folder** to check the status of the synced files in File Explorer.

Manage accounts, synced folders and network settings under **Help & Settings**.

OneDrive Files On-Demand

With OneDrive Files On-Demand, you can set files and folders always to be available locally on your device or save space by making files online only. In the taskbar, select OneDrive icon, and select **Help & Settings > Settings**. Then, on the **Settings** tab, select **Save space and download files as you use them**.



Next steps with OneDrive

Find help

Explore OneDrive help and training.
<https://go.microsoft.com/fwlink/?linkid=871124>

Learn about OneDrive Files On-Demand

Access all your files in the cloud without having to download them.
<https://go.microsoft.com/fwlink/?linkid=871126>

Get free Office training, tutorials, and videos

Ready to dig in the capabilities that OneDrive has to offer?
<https://go.microsoft.com/fwlink/?linkid=871128>

Microsoft Teams

Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

Every team has channels

Click one to see the files and conversations about that topic, department, or project.

Start a new chat

Launch a one-on-one or small group conversation.

Use the command box

Search for specific items or people, take quick actions, and launch apps.

Add tabs

Highlight apps, services, and files at the top of a channel.

Manage profile settings

Change app settings, change your pic, or download the mobile app.

Move around Teams

Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.

View and organize teams

Click to see your teams. In the teams list, drag a team name to reorder it.

See your calendar

Click to see your schedule and join meetings.

Access your apps

Find apps added for your teams or your personal use.

The screenshot shows the Microsoft Teams interface with several callout boxes pointing to specific features:

- Manage your team:** Points to the three-dot menu next to a team name in the left sidebar.
- Join or create a team:** Points to the 'Join or create a team' button at the bottom left.
- Compose a message:** Points to the text input area at the bottom of the chat window.
- Reply:** Points to the 'Reply' button in a message thread.
- Add files:** Points to a file attachment icon in a message.
- Search or type a command:** Points to the search bar at the top of the interface.
- Profile settings:** Points to the user profile card on the right side.

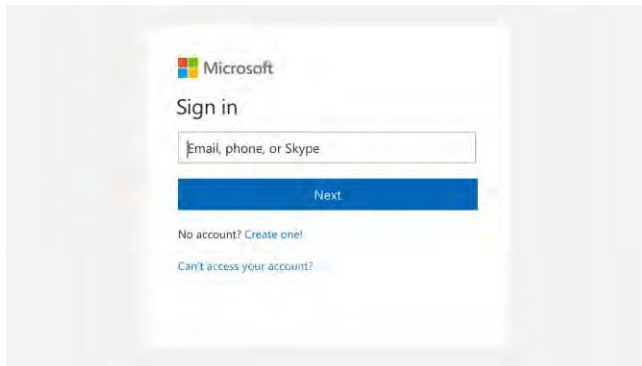
Microsoft Teams

Sign in

In Windows, click **Start**  > **Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**.

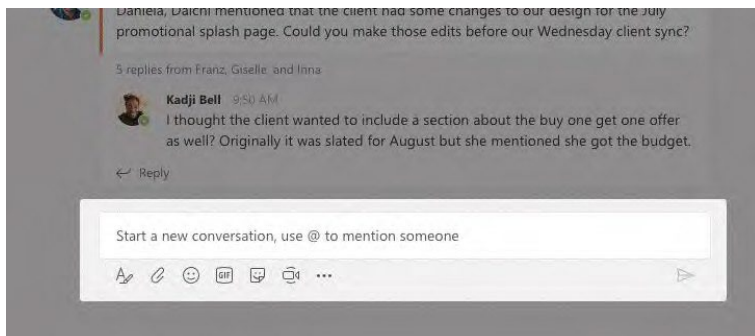
On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)




Start a conversation

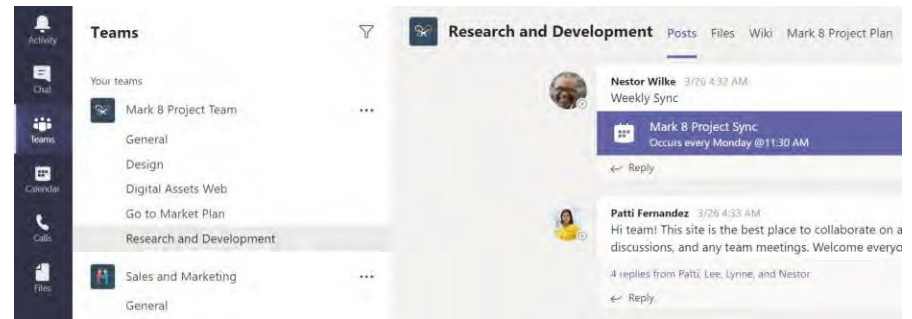
With the whole team... Select **Teams** , pick a team and channel, write your message, and click **Send** .

With a person or group... Click **New chat** , type the name of the person or group in the **To** field, write your message, and click **Send** .





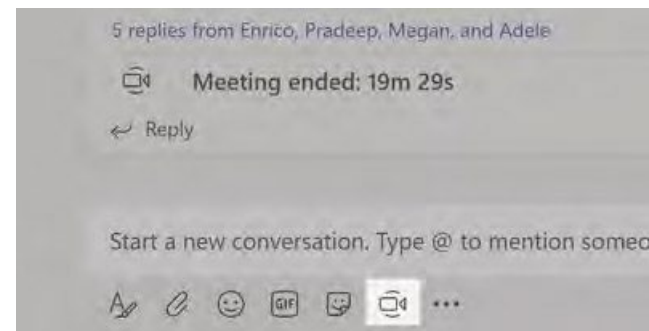
Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Select **Teams**  and choose a team. Pick a channel to explore **Posts**, **Files**, and other tabs.






Start an impromptu meeting

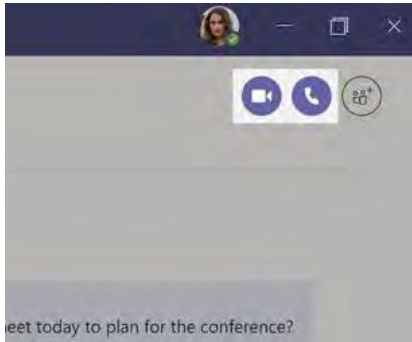
Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.




Microsoft Teams

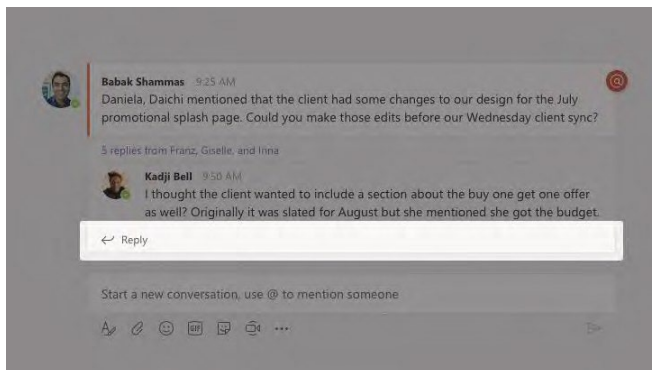
Make video and audio calls

Click **Video call**  or **Audio call**  to call someone from a chat. To dial a number, click **Calls**  on the left and enter a phone number. View your call history and voicemail in the same area.



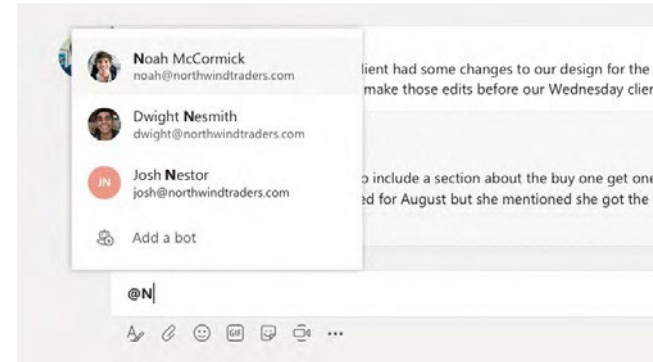
Reply to a post

Channel posts are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** .




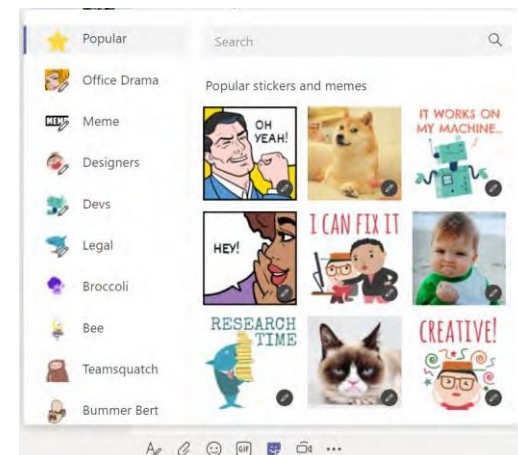
@mention someone

To get someone's attention, type **@**, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.




Add an emoji, meme, or GIF

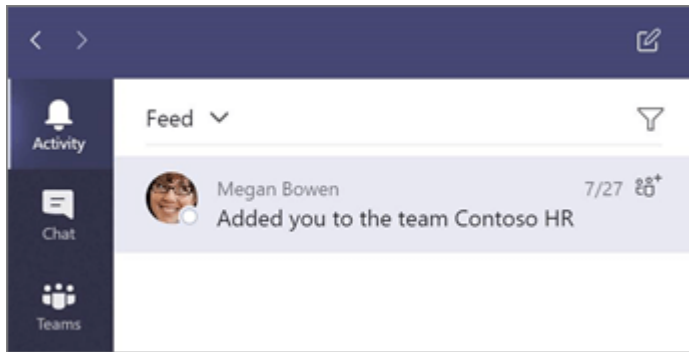
Click **Sticker**  under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



Microsoft Teams

Stay on top of things

Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose **...** next to the channel name, then **Channel notifications**.




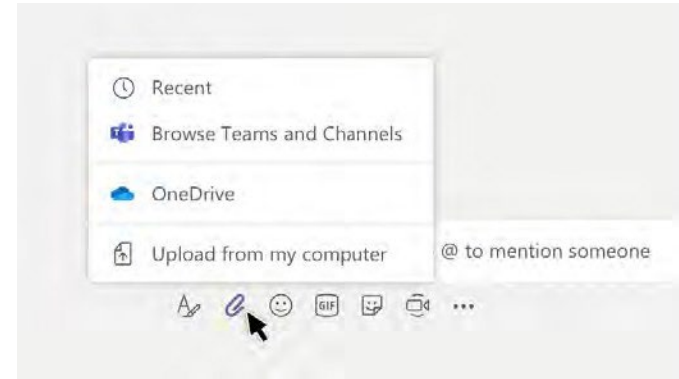
Add a tab in a channel

Click **+** by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.




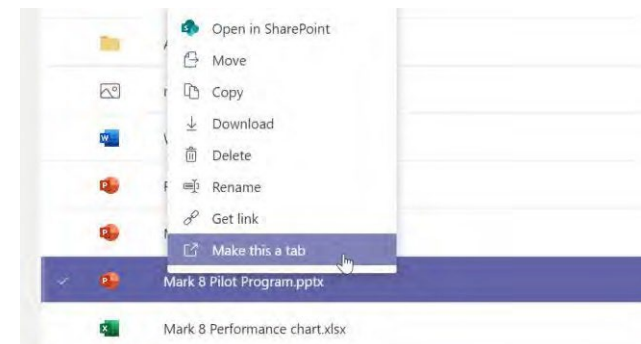
Share a file

Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



Work with files

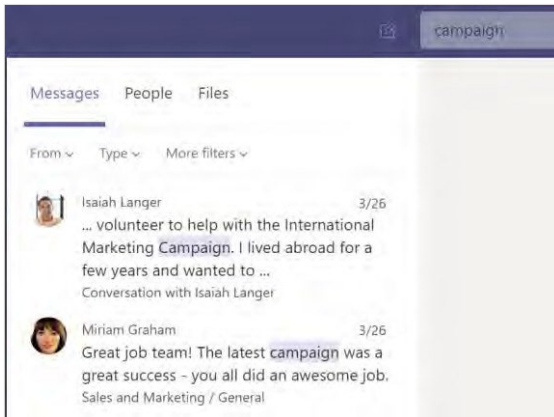
Click **Files**  on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



Microsoft Teams

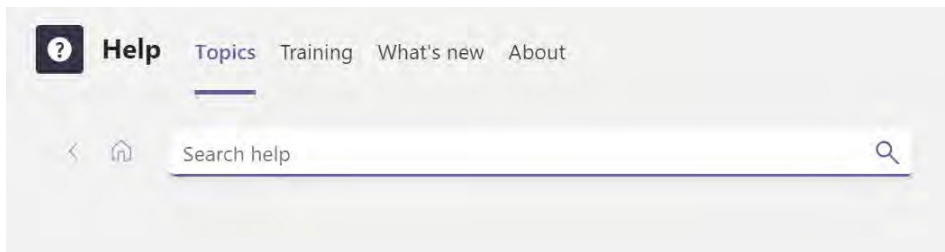
Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or use the filters to refine your results.




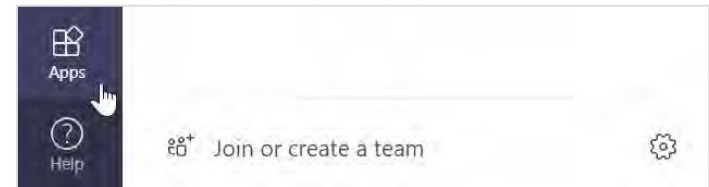
Get help in Teams

Click **Help** on the left, then choose **Topics**, **Training**, or **What's new**. In help, browse the tabs or search for a topic you're interested in.



Add apps

Click **Apps**  on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



Next steps with Microsoft Teams


See what's new in Office

Explore the new and improved features in Microsoft Teams and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

Get free training, tutorials, and videos for Microsoft Teams

Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=2008318> to explore our free training options.

Send us your feedback

Love Microsoft Teams? Got an idea for improvement to share with us? On the left side of the app, click **Help**  > **Give feedback**. Thank you!

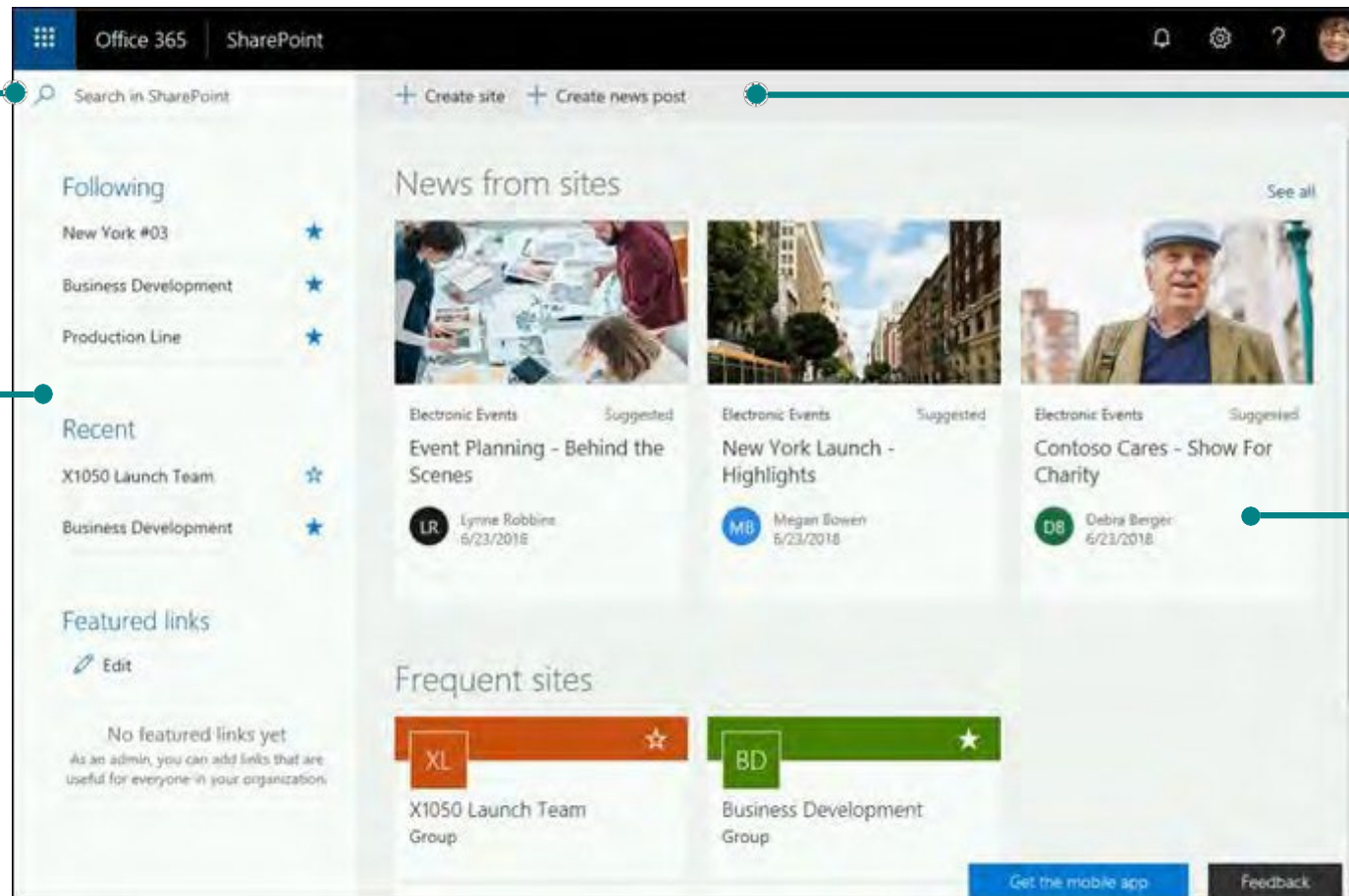
Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.

SharePoint Online

Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign in to your Office 365 subscription and select SharePoint from the App launcher.



Search
Find **Sites**, **People**, or **Files**.

Find your sites

- **Following** displays sites you follow, like your team's site or a site from another group you work with.
- **Recent** shows any site you've gone to recently.
- **Featured links*** displays sites your company wants to showcase.

Create a site or news post

Check out featured content

- **News from sites** highlights updates from sites you follow or visit often.
- **Frequent sites** shows sites you like to go to and recent activity in them.
- **Suggested sites*** (not shown) appear based on searches you've done and recommendations from Microsoft Graph.
- Microsoft Graph must be enabled by your admin to see **Featured links** and **Suggested sites** on your SharePoint homepage.

SharePoint Online

Work with files

Select a site from the SharePoint homepage or enter its URL into your browser. Then select **Documents** in the left navigation pane.

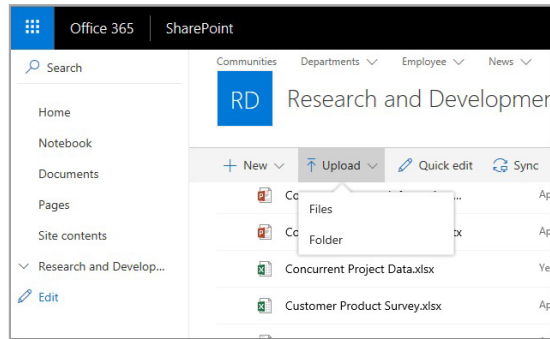
The screenshot shows the SharePoint Online interface for a site named 'Contoso Electronics'. The main area displays a list of documents under the 'Research and Development' folder. A context menu is open over a selected document, showing options like 'Open', 'Preview', 'Share', 'Copy link', 'Download', 'Delete', 'Flow', 'Rename', 'Pin to top', 'Move to', 'Copy to', 'Version history', 'Alert me', and 'More'. A 'Details pane' is visible on the right, showing a chart and file information. Callout boxes provide detailed instructions for various actions:

- Open**: Open and edit a file online or in a desktop app.
- Share**: Share files directly from SharePoint. Files are private until shared.
- Copy link**: Get a link to the selected file to insert in an IM, email, or site.
- Move to/Copy to**: Move or copy to another destination in your OneDrive or any SharePoint site.
- Document**: View and work with the files stored on a SharePoint site.
- Download**: Download a copy of a file to work offline that takes local device space.
- Flow**: Automate common tasks between SharePoint and other Office 365 and third party services.
- Version history**: View a file's version history and restore a file to a previous version.
- Pin to top**: Pin important folders or documents to the top of the list for easy viewing.
- Details Pane**: See file information, a thumbnail, recent activity, manage access permissions, and edit file properties.
- Sharing status**: See which files are being shared and who they're shared with.

SharePoint Online

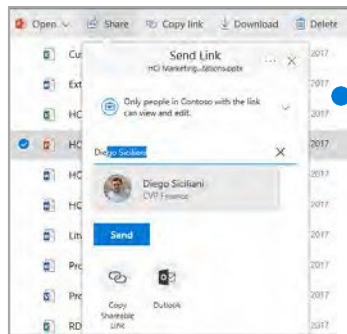
Create or upload files and folders

You can create **New** files and folders and upload existing files and folders from your device. In SharePoint, select **Upload > Files**. Or select a location in SharePoint and drag and drop files or folders from your device.



Share files

Select a file and then select **Share**. You can grant **Edit** or **View** permissions for recipients and set time limitations on a file to specify when it will no longer be accessible.



Based on admin settings, the three levels of sharing are:

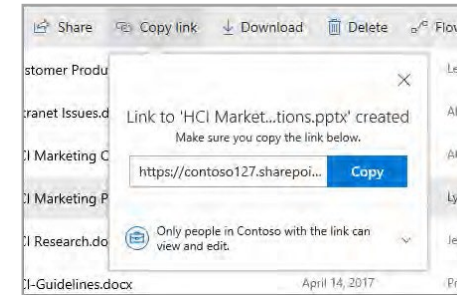
Anyone – people inside and outside your org can access. Receive links directly or forwarded.

People in your org – everyone in your org can access.

Specific people – specify email addresses of the people you want to give access to.

Copy link

You can also share a file by copying the link and pasting it in email, IM, a webpage, or a OneNote page. In SharePoint, select a file and then select **Copy link**. Copy the link and then paste it in the destination.



Sync SharePoint files and folders with OneDrive

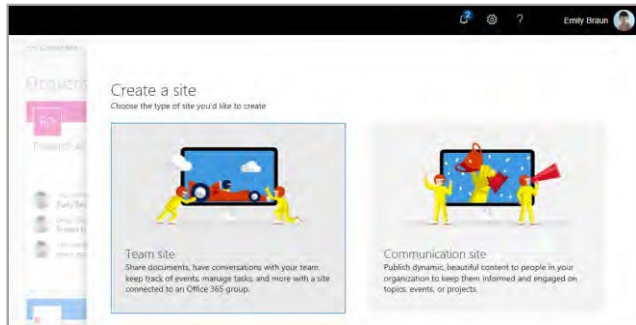
Sync your files and folders in SharePoint to your computer, so you can access them even when you're offline. From a document library on the SharePoint site that you want to sync files from, select **Sync**, and sign in with your work or school account.



SharePoint Online

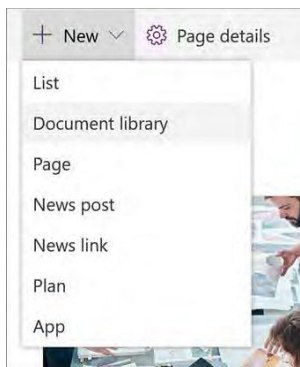
Create a site

Select **+ Create** site on the SharePoint homepage to create a new SharePoint site. Select a Team or Communication site, and enter a title, description, owners, and members. You can also select to make the group private and change the group email name. (If you select a Team site, an Office 365 Group is also created.)



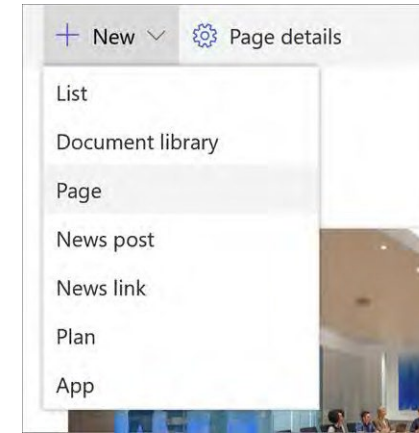
Add a document library or list

Select **+ New** in your new website to add a library or list.



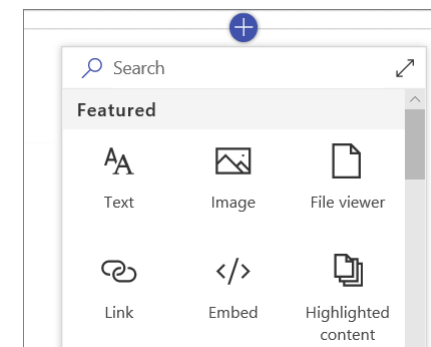
Add a page

Select **+ New > Page** in your new site, name your page, and then select **Publish**.



Add web parts

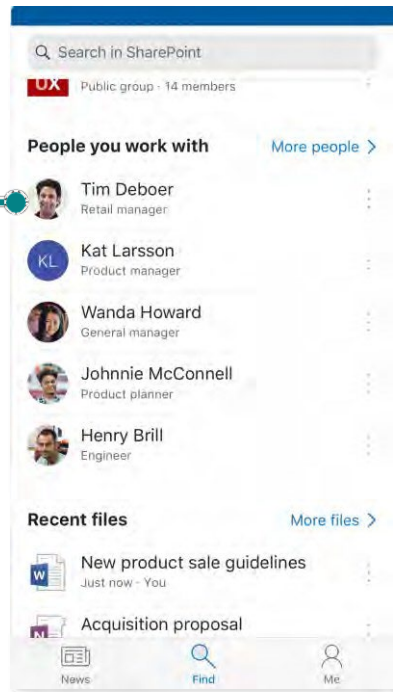
In your news post or page, select the plus sign **+**. You can add text, images, files, video, dynamic content and by using the corresponding web parts.



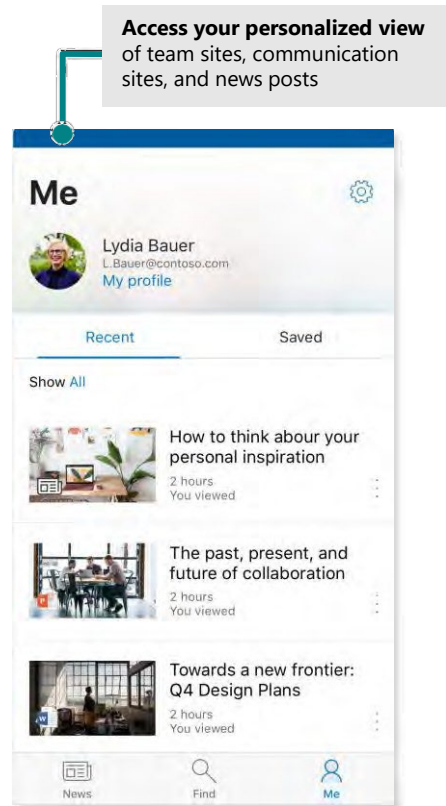
SharePoint Online

Mobile SharePoint access

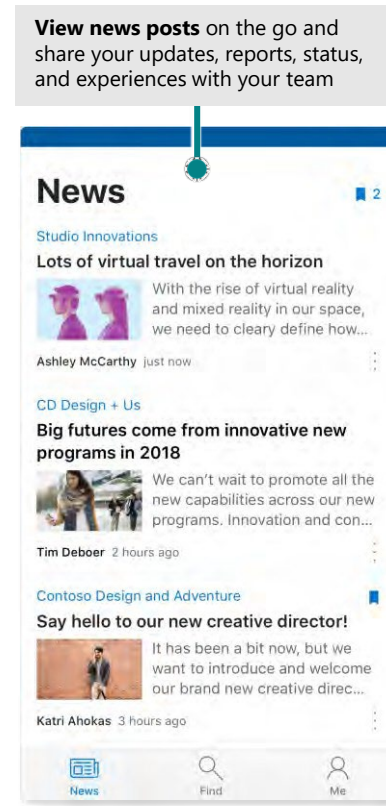
Mobile SharePoint a new way to reach intranet content on your phone or tablet and is available in the app store for iOS, Android, and Windows. You can get to sites, people, and files, search and browse SharePoint, stay up-to-date with news, and view your content. and more.



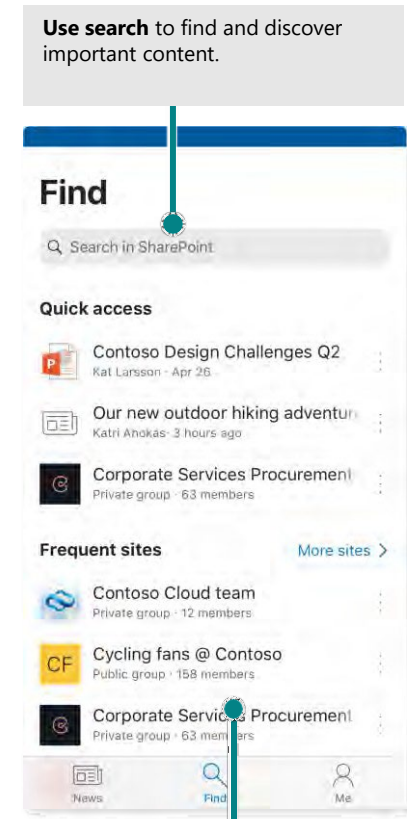
Tap on a user to get to their contact card and see who they work with and what they are working on.



Access your personalized view of team sites, communication sites, and news posts



View news posts on the go and share your updates, reports, status, and experiences with your team



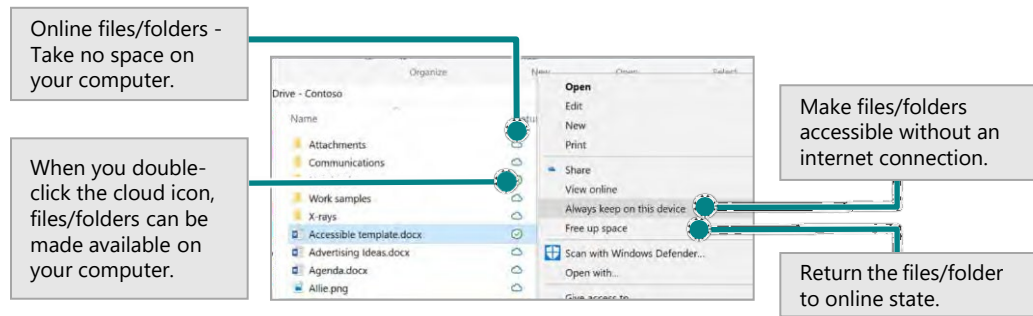
Use search to find and discover important content.

Browse your sites, files, people and more to get back to what you were working on.

SharePoint Online

Files On-Demand

Files On-Demand helps you access all your files in SharePoint through OneDrive without having to download all of them and use storage space on your computer. In the taskbar, select the OneDrive icon, select **More > Settings**. On the **Settings** tab, select the **Save space and download files as you use them** box.



Select files and folders to sync

You can choose the folders and files to sync to your computer. In the taskbar, select the OneDrive icon, select **More > Settings > Choose folders**.



Next steps with SharePoint

Find help

Explore the help and training for SharePoint and other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871131> for more information.

Get free Office training, tutorials, and videos

Ready to dig in the capabilities that SharePoint has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871134> to explore our free training.

Get the SharePoint mobile app

Get the mobile app to reach your intranet content on your phone or tablet. Visit <https://aka.ms/getspmobile>

Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.



Outlook

Quick Start Guide

New to Outlook? Use this guide to learn the basics.

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

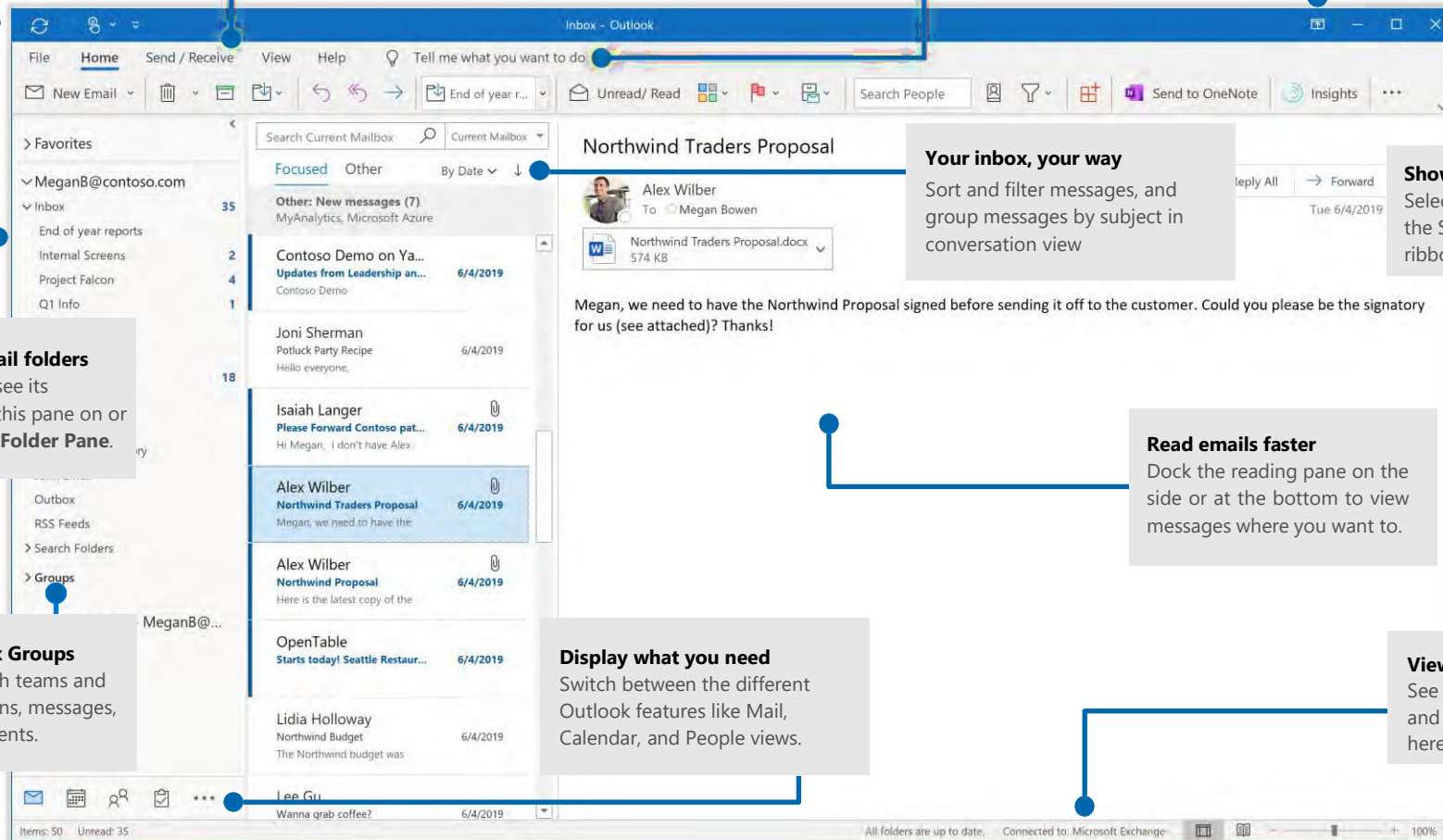
See what Outlook can do by selecting the ribbon tabs and exploring available tools.

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.

Your inbox, your way

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

Show or hide the ribbon

Select arrow to switch between the Simplified and Classic ribbons.

Read emails faster

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

Display what you need

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

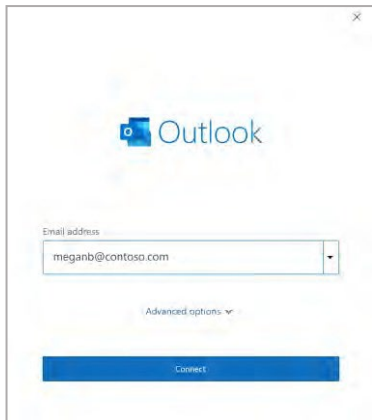
View connection status

See your folder sync status and server connection status here.

Outlook

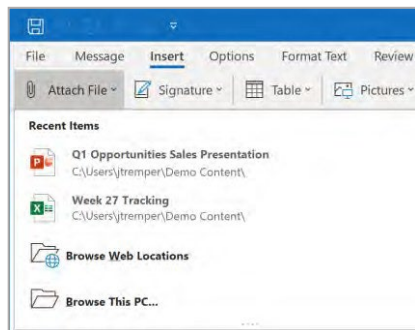
Set up your account

You can use Outlook 2016 as soon as you enter your account info. On the ribbon, select **File > Info** and then select the **Add Account** button. Next, sign in with your preferred email address, or use an account provided by your company or school.



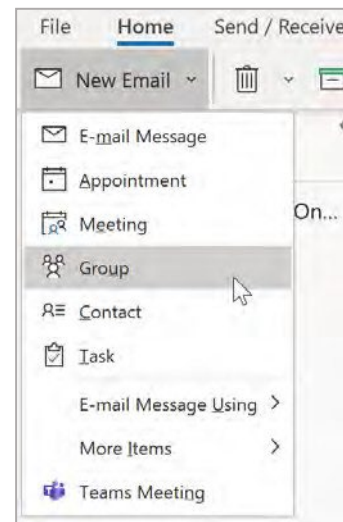
Attach files without searching

Need to attach a picture or a document? Outlook saves you time by keeping a list of your recently used files. Select the **Attach File** button while composing a new message or meeting invitation, and then select the file you want to attach.



Set up an Outlook group

If you're running Outlook as part of an eligible Office 365 subscription, you can use **Groups** instead of distribution lists to more effectively communicate and collaborate with members of a team or an organization.

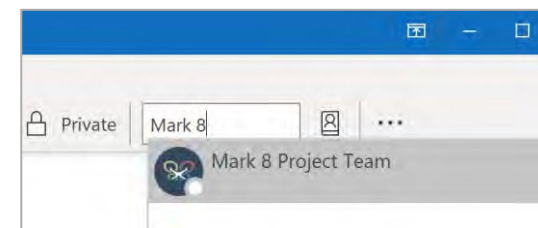


To create a new group in Outlook 2016, On the ribbon, select **Home**, and then select **New Items > Group**.

If you don't see this as an option on this menu, contact the administrator of your Microsoft Office 365 subscription for more information.

From the Inbox of any of your Groups, you and the other members can start or join a conversation, create or confirm team events, see a list of members, and get notifications about interactions on any of your shared posts.

To join an existing group, start by searching for its name. On the ribbon, select **Home**, enter a keyword or phrase into the **Search People** box, and then select the group you want to join.



Outlook

Outlook is more than just email

Easily switch between Mail, Calendar, People, and more.

Easy to use Calendar tools and commands

In Calendar view, the ribbon displays everything you need to manage every day, week, month, and year.

Switch your point of view

Select to see how busy your days, weeks, and months are.

Sunshine required?

Glance at the weather forecast to make sure your meeting or event won't be rained out.

The screenshot shows the Outlook Calendar interface. The ribbon at the top includes 'New Appointment', 'New Teams Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', '+ Add', and 'Share'. The main area displays a calendar for October 2019, with a detailed view for the week of October 8th to 14th. A weather forecast for Washington, D.C. is shown at the top right, including 'Today 67°F/57°F', 'Tomorrow 62°F/57°F', and 'Thursday 72°F/59°F'. A search bar is located at the top right of the calendar area. The left sidebar shows 'My Calendars' with 'Calendar' checked, and 'Team: Miriam Graham' with 'Adele Vance' checked. The bottom status bar indicates 'Items: 75' and 'Connected to: Microsoft Exchange'.

Navigate your schedule

While looking at the current day, week, or month, select the Back or Forward arrows to switch the current view.

Look back — or way ahead

Need to look up a past event or want to schedule something in the distant future? Select the small arrows to the left and right of the current month to skip to the day you want.

Change your point of view

Select to switch between Mail, Calendar, People, and more.

View shared Calendars

Focus on your own schedule or display any additional Calendars that have been shared with you by other people or Groups.

Create new items in place

Right-click anywhere to create a new meeting, appointment, or other event.

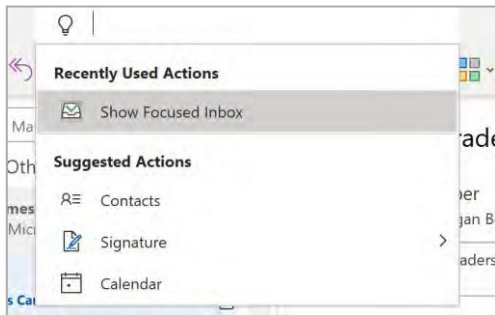
Search your calendar

Start typing in the Search box to instantly find meetings and appointments.

Outlook

Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Outlook features and commands you're looking for, to discover **Help** content, or to get more information online.



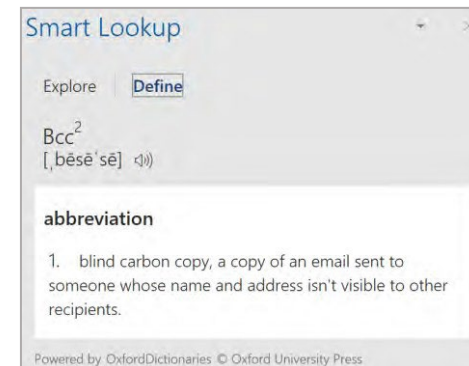
Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.



Look up relevant information

With **Smart Lookup**, Outlook searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context to information you need to share with other people.



Next steps with Outlook

See what's new in Office

Explore the new and improved features in Outlook and the other apps in Office 365. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

Get free training, tutorials, and videos for Office

Ready to dig deeper into the capabilities that Outlook has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871123> to explore our free training options.

Send us your feedback

Love Outlook? Got an idea for improvement to share with us? On the **File** menu, select **Feedback** and then follow the prompts to send your suggestions directly to the Outlook product team. Thank you!

Organize your Inbox

Switch between **Focused** and **Other** inbox.

Sort and Group messages. Turn on **Conversations**.

Set a Reminder on a message.

Tag messages with Categories.

See only your **Unread** messages.

The screenshot shows the Outlook for Mac interface. The top toolbar includes buttons for Archive, Reply, Reply All, Forward, Move, Junk, Rules, Move to Other, Read/Unread, Categorize, Follow Up, Filter Email, and Address Book. The left sidebar shows the inbox with 'Focused' and 'Other' tabs. A right-click context menu is open over a message, showing options like Account, Attachments, Categories, Conversations, Date Received, Date Sent, Flag Status, Folder, From, Mentions (@), Priority, Size, Status, Subject, To, Oldest on Top, Newest on Top, Show in Groups, Expand All Groups, Collapse All Groups, Turn on Focused Inbox, Restore to Defaults, and Make This the Default View. The main pane shows a message thread with headers and body text.

Find specific messages

Enter a word or words to search for in the **Search** box. Select a keyword or press Enter.

Select **Close Search** to close the search results.

The screenshot shows the search bar with the text 'q3 budget'. Below it, a list of search results is displayed with fields like 'from', 'to', 'subject', 'received', and 'category' all containing the text 'q3 budget'. A callout box points to the search bar area with the text 'Select Close Search to close the search results.'

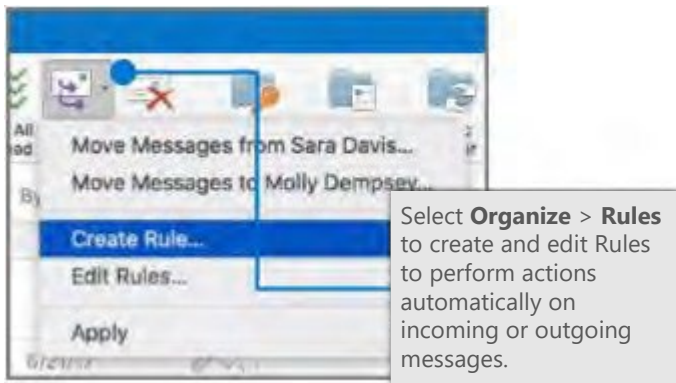
Train your Focused Inbox

Select the **Focused** or **Other** tab, and then right-click the message you want to move.

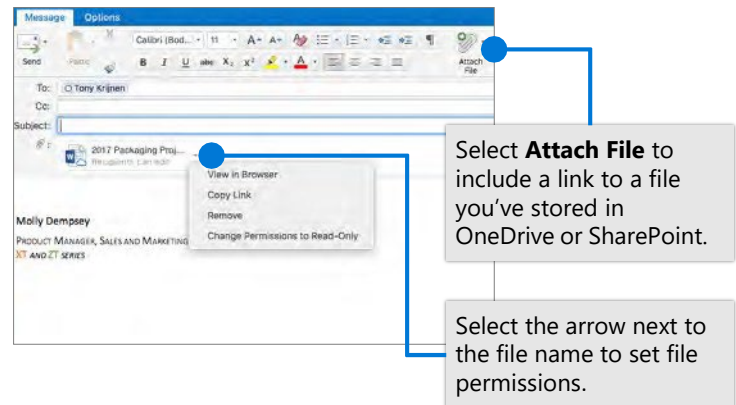
For instance, from **Focused**, choose **Move to Other** or **Always Move to Other**.

The screenshot shows a right-click context menu over a message. The menu items include Attachments, Sender, Move to Other, Always Move to Other, Junk Mail, Priority, Follow Up, and Categorize. A callout box points to the 'Move to Other' and 'Always Move to Other' options with the text 'For instance, from Focused, choose Move to Other or Always Move to Other.'

Automate actions with Rules

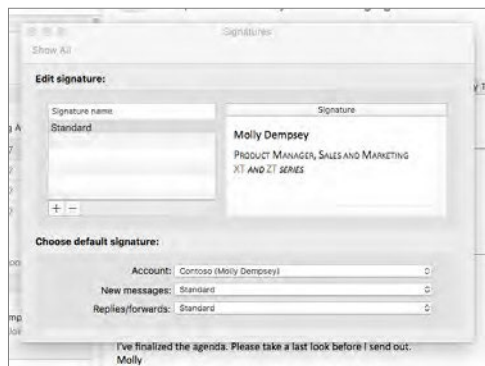


Attach a link or file in a message



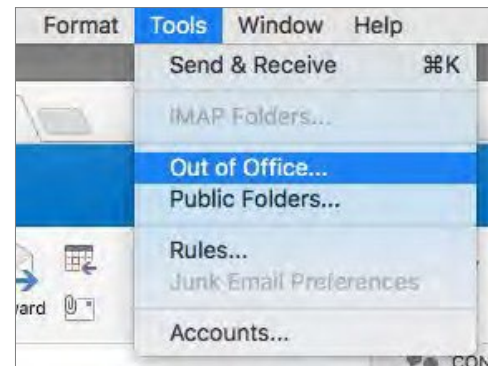
Create an AutoSignature

Select **Outlook > Preferences > Signatures**



Set an Out of Office notification

Select **Tools > Out of Office**.



Keyboard shortcuts

Go to Calendar	⌘+2	Attach file to message	⌘+E
Go to Mail	⌘+1	Previous/next message	Up / Down keys
Reply	⌘+R	Move to folder	⌘+Shift + M
Reply All	⌘+Shift + R	Search current folder	⌘+Option + F
Flag for follow up	⌘+=	Send/Receive	⌘+K

More keyboard shortcuts, <https://go.microsoft.com/fwlink/?linkid=864503>

Learn more

Outlook for Mac Help, <https://go.microsoft.com/fwlink/?linkid=864508>

Differences between Windows and Mac version of Outlook, <https://go.microsoft.com/fwlink/?linkid=864506>

Connect. Organize. Get things done.

If you don't have Outlook for iOS, [download it from the Apple Store.](#)



Tap the compose icon to start a new message.

Tap **Filter** to only show messages that are **Unread**, **Flagged** or have **Attachments**.

Quickly take action from your inbox with quick actions.

See where you're mentioned in emails with @mentions.

Indicates number of emails in a message thread.

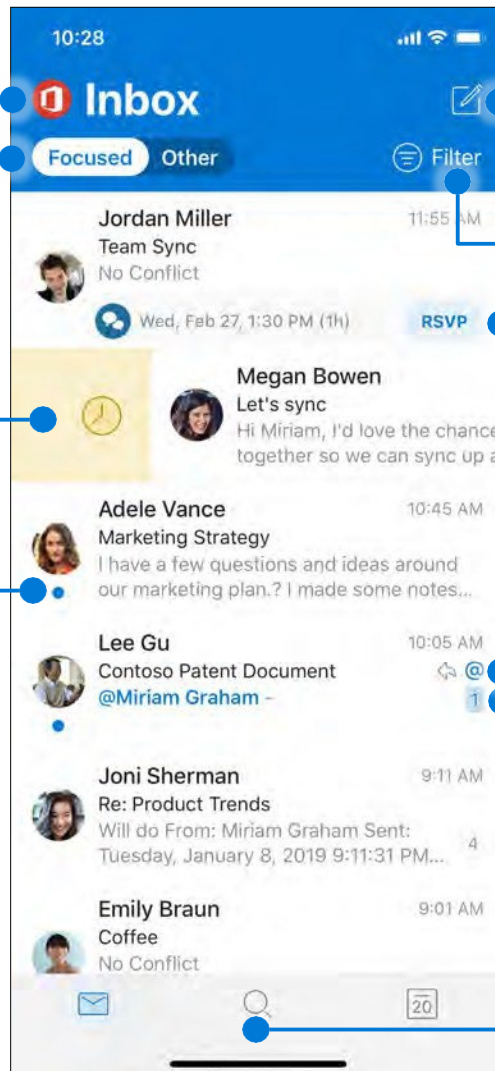
Double tap for a keyword **Search** box.

Tap your account avatar (or logo) to switch account views, see **Folders**, manage **Favorites**, and access **Settings**.

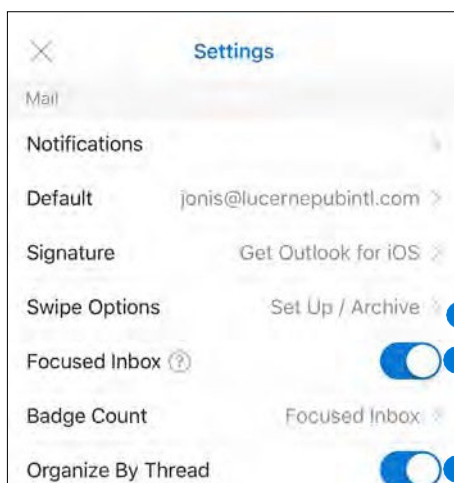
Tap to switch between **Focused** and **Other** messages. **Focused** shows important emails while the rest are found on the **Other** tab.

Swipe right or **left** to take action on a message.

Notification dots appear when you have unread emails.



Change settings

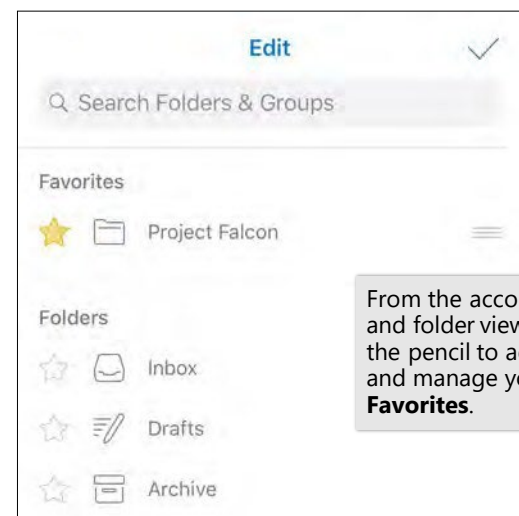


Tap **Swipe Options** > **Swipe Right** or **Swipe Left** and select an action.

Tap **Focused Inbox** to turn Focused Inbox on or off.

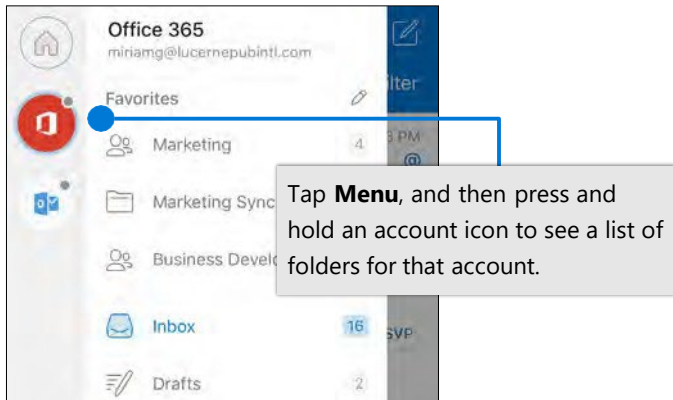
Tap **Organize by Thread** to arrange messages as conversation threads.

Add a favorite folder

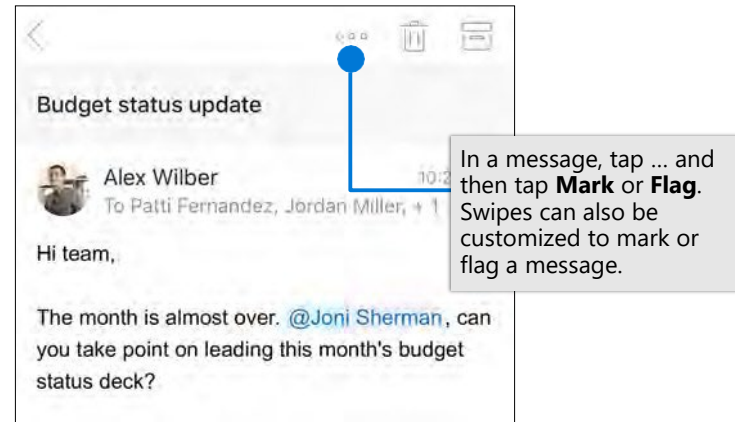


From the account and folder view, tap the pencil to add and manage your **Favorites**.

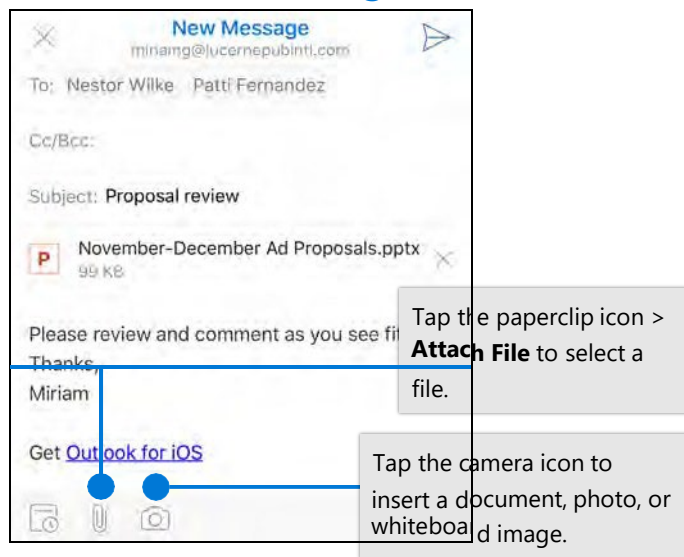
Find folders



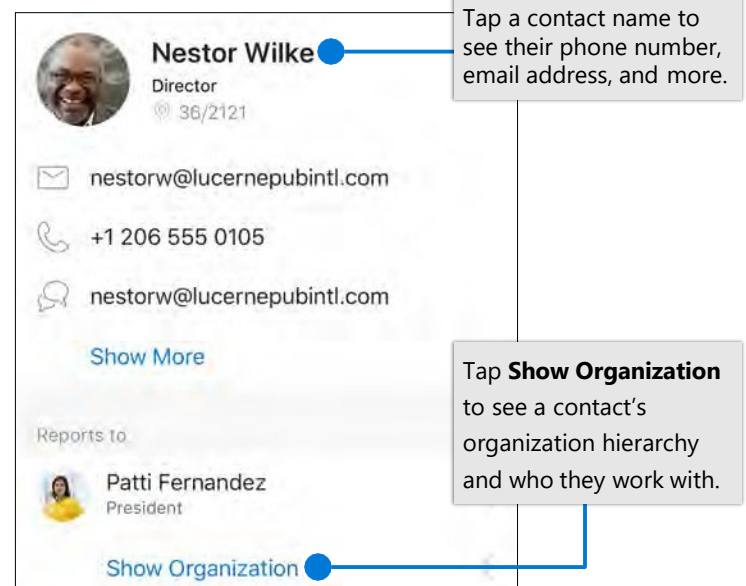
Mark and flag messages



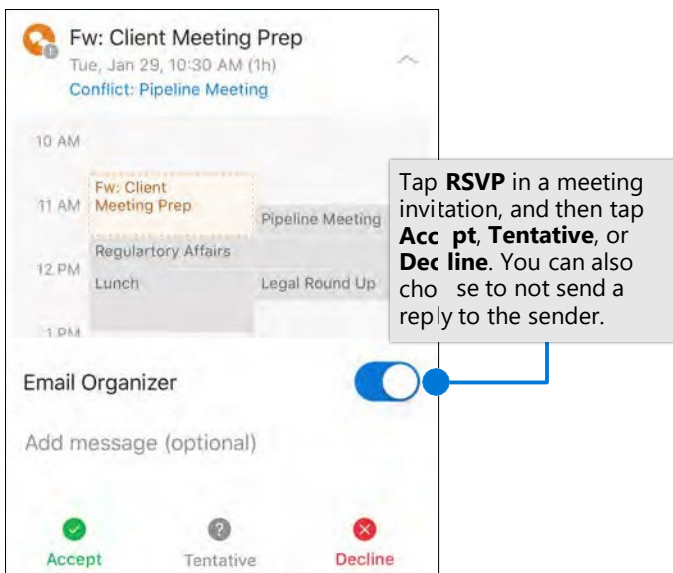
Attach a file or image



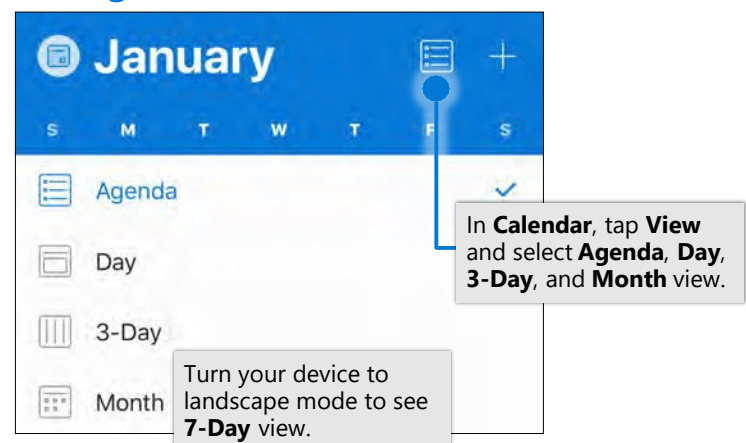
View contact cards



RSVP to an invitation



Change calendar view



Connect. Organize. Get things done.

Tap **Menu** to see a list of **Folders and Settings**

Tap to switch between **Focused** and **Other** messages

Swipe right or **left** to take action

Tap **Search** once to find recent contacts and files. Tap twice for a search box to find email contents and more

Tap **Filters** to only show messages that are **Unread**, **Flagged**, or have **Attachments**

Items arranged by conversation thread indicate number of items in the conversation

To flag a message, tap to open, tap the three dots **More > Flag**

If you don't have it already, you can [download Outlook for Android](#) from the Google Play Store.

In Settings

Customize swipe options to quickly take action on emails in your inbox.

Swipe right

Swipe left

Tap **Settings > Swipe Options > Swipe Right** or **Swipe Left** and select an action

Tap the **Settings > Focused Inbox** to turn Focused Inbox on or off

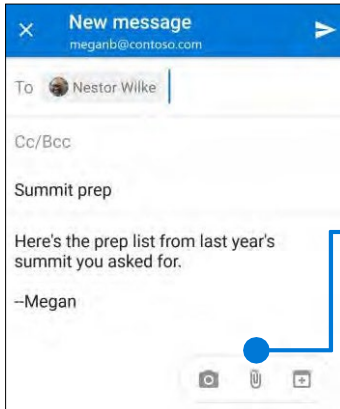
Focused Inbox intelligently presorts your email so you can focus on what matters.

In the Menu

Tap **Menu > Edit** icon and tap the star to **Favorite** a folder. Favorite folders rise to the top

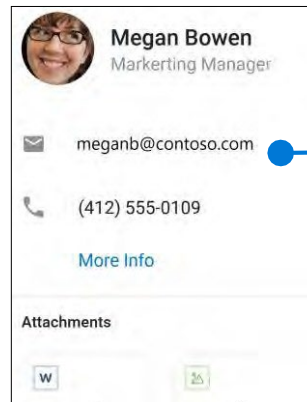
Tap **Menu > Bell** icon to set **Do not disturb** options

Attach a file from OneDrive



Tap **New Message** > **Attach** > **Choose from files** and select a file

Contact Card



In an email, tap a contact name to see their phone number, email address, and more

Manage your calendar, schedule meetings, and get reminders

Tap **Menu** to view or add a calendar including shared calendars

Switch to **Calendar** view

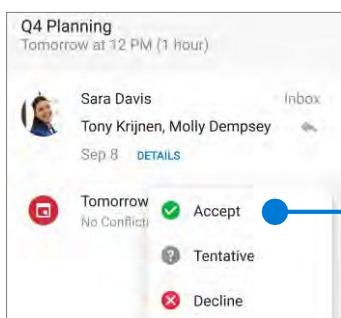
Swipe down to show more of the calendar

Tap a day to see events for that day

Tap **Meeting** to see the details

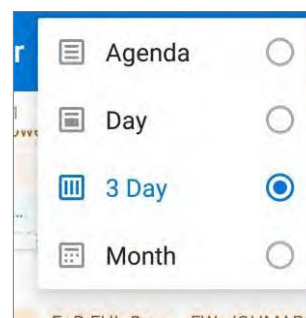
Create a new calendar event

RSVP to an invitation



Tap **RSVP** in a meeting invitation in your Inbox, and then tap **Accept**, **Tentative**, or **Decline**

Change calendar view



In Calendar, tap **View** and select **Agenda**, **Day**, or **3-Day** view

Word

Quick Start Guide

New to Word? Use this guide to learn the basics.

Quick Access Toolbar

Keep favorite commands permanently visible.

Discover contextual commands

Select tables, pictures, or other objects in a document to reveal additional tabs.

Explore the ribbon

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

Find whatever you need

Look up Word commands, get Help, or search the Web.

Share your work with others

Invite other people to view and edit cloud-based documents.

Navigate with ease

Use the optional, resizable sidebar to manage long or complex documents.

Format with the Mini Toolbar

Select or right-click text and objects to quickly format them in place.

Show or hide the ribbon

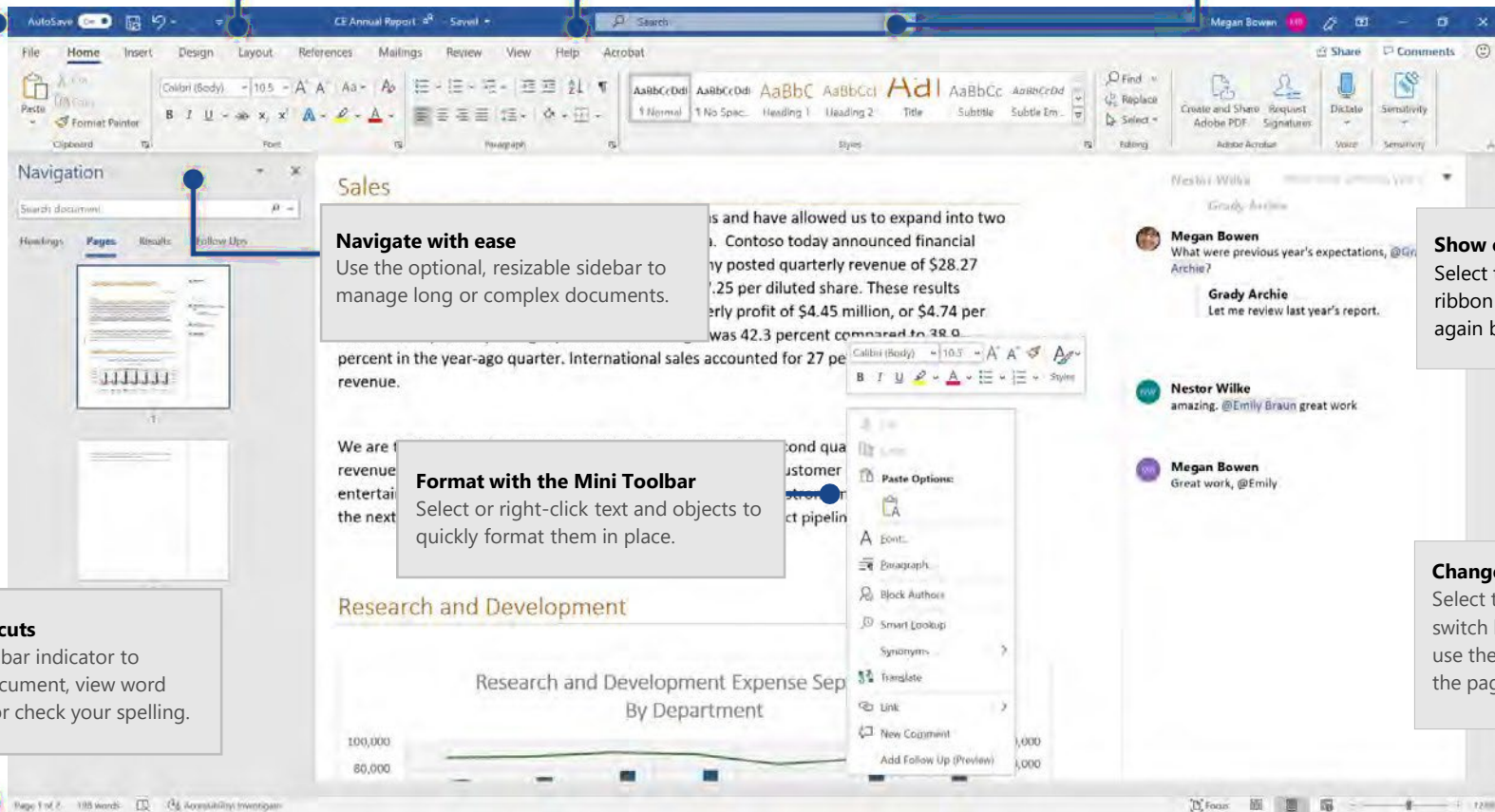
Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

Change your view

Select the status bar buttons to switch between view options, or use the zoom slider to magnify the page display to your liking.

Status bar shortcuts

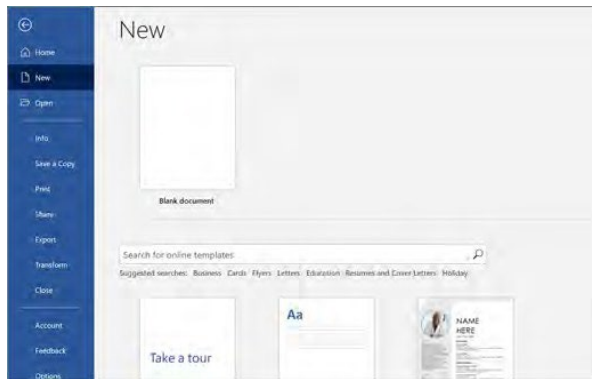
Select any status bar indicator to navigate your document, view word count statistics, or check your spelling.



Word

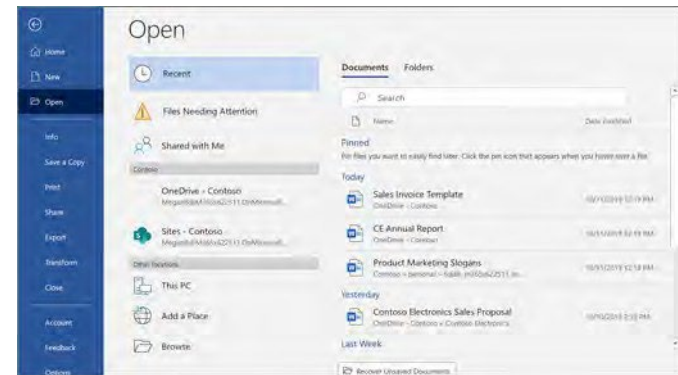
Create something

Begin with a **Blank document** to get right to work. Or start with a template to save yourself time and steps. Just select **File > New**, and then select or search for the template you want.



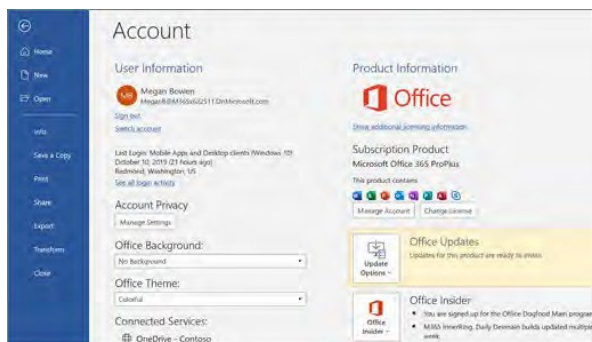
Find recent files

Whether you only work with files stored on your PC's local hard drive or you roam across various cloud services, selecting **File > Open** takes you to your recently used documents and any files that you may have pinned to your list.



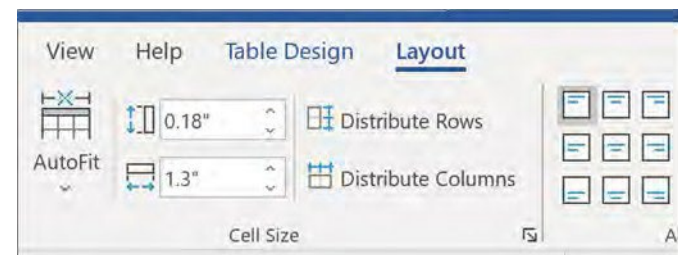
Stay connected

Need to work on the go and across different devices? Click **File > Account** to sign in and access your recently used files anywhere, on any device, through seamless integration between Office, OneDrive, OneDrive for Business, and SharePoint.



Discover contextual tools

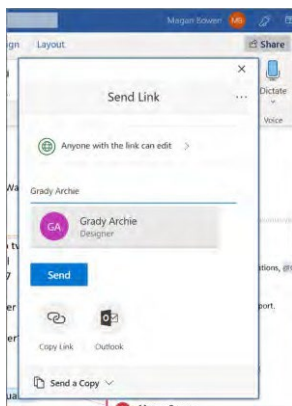
You can make contextual ribbon commands available by selecting relevant objects in your document. For example, selecting within a table displays the **Table Tools** tab, which offers additional options for the **Table Design** and **Layout** of your tables.



Word

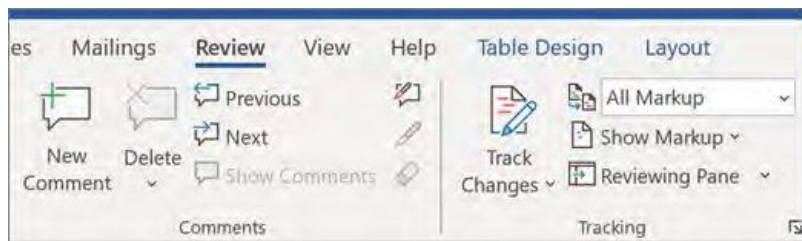
Share your work with others

To invite others to view or edit your documents in the cloud, select the **Share** button in the top right corner of the app window. In the **Share** pane that opens, you can get a sharing link or send invitations to the people you select.



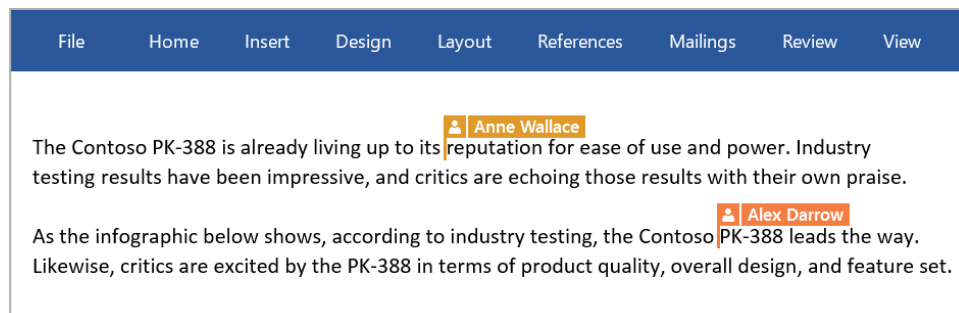
Review and track changes

Whether you just want to check spelling, keep your word count in check, or fully collaborate with other people, the **Review** tab unveils essential commands to track, discuss, and manage all of the changes made to your documents.



See who else is typing

Co-authoring Word documents that are shared on OneDrive or on a SharePoint site happens in real-time, which means you can easily see where other authors are making changes in the same document that you're currently working in.



Format with styles

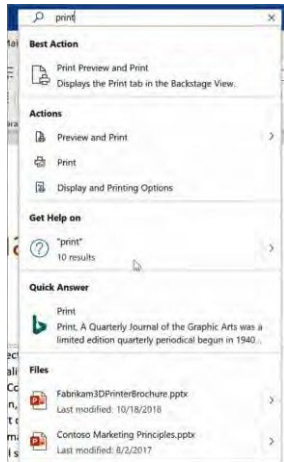
The **Styles** pane lets you visually create, apply, and review the formatting styles in your current document. To open it, select the **Home** tab, and then select the small arrow in the lower right corner of the Styles gallery.



Word

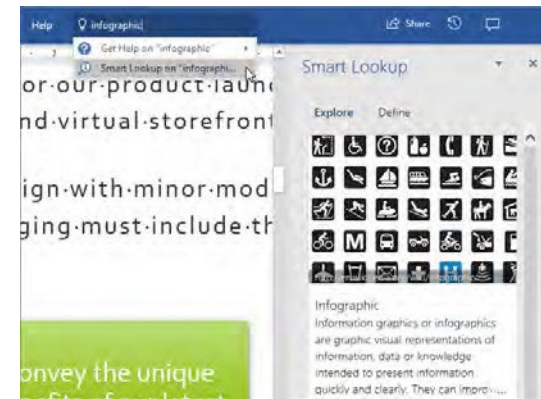
Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Word features and commands you're looking for, to discover **Help** content, or to get more information online.



Look up relevant information

With **Smart Lookup**, Word searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context for the data and information in your documents.



Get other Quick Start guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.



Next steps with Word

See what's new in Office

Explore the new and improved features in Word and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

Get free training, tutorials, and videos for Office

Ready to dig deeper into the capabilities that Word has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871123> to explore our free training options.

Send us your feedback

Love Word? Got an idea for improvement to share with us? On the **File** menu, select **Feedback** and then follow the prompts to send your suggestions directly to the Word product team. Thank you!

Excel

Quick Start Guide

New to Excel? Use this guide to learn the basics.

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

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

Discover contextual commands

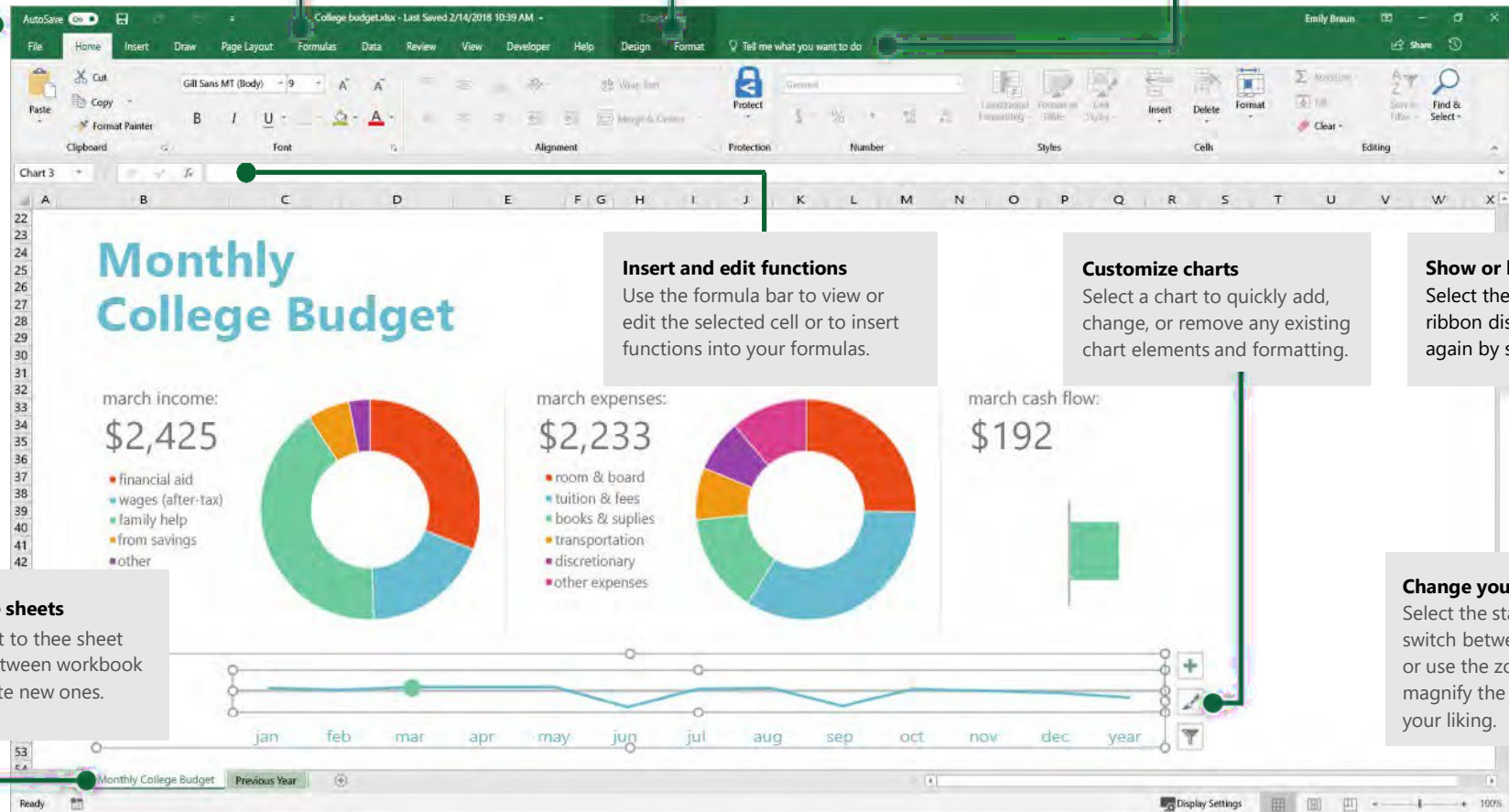
Select tables, charts, or other objects in a workbook to reveal additional tabs.

Find whatever you need

Look up Excel commands, get Help, or search the Web.

Share your work with others

Invite other people to view and edit cloud-based workbooks.



Insert and edit functions

Use the formula bar to view or edit the selected cell or to insert functions into your formulas.

Customize charts

Select a chart to quickly add, change, or remove any existing chart elements and formatting.

Show or hide the ribbon

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

Switch or create sheets

Select the + next to sheet tabs to switch between workbook sheets or to create new ones.

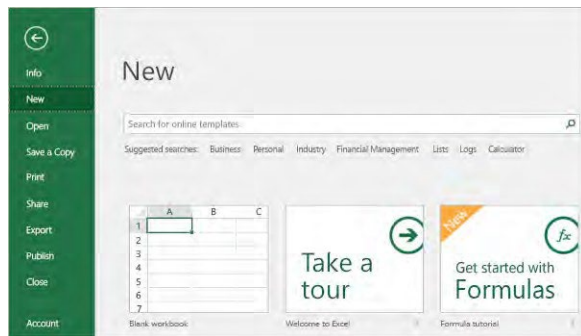
Change your view

Select the status bar buttons to switch between view options, or use the zoom slider to magnify the sheet display to your liking.

Excel

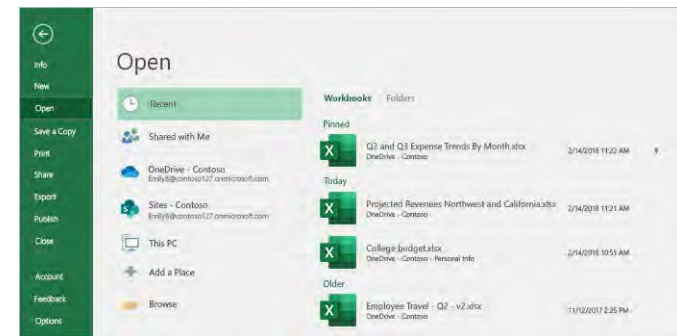
Create something

Select **File > New**, and then select or search for the template you want. Begin with a **Blank workbook** to get right to work. Or save yourself time by selecting and then customizing a template that resembles what you need.



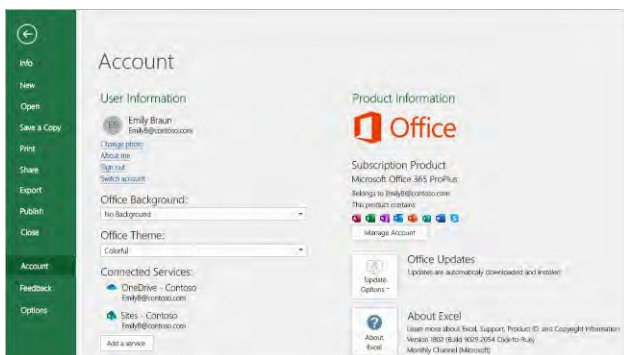
Find recent files

Whether you only work with files stored on your PC's local hard drive or you roam across various cloud services, selecting **File > Open** takes you to your recently used workbooks and any files that you may have pinned to your list.



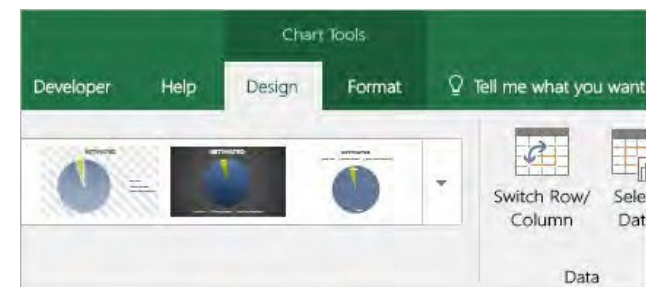
Stay connected

Need to work on the go and across different devices? Select **File > Account** to sign in and access your recently used files anywhere, on any device, through seamless integration between Office, OneDrive, OneDrive for Business, and SharePoint.



Discover contextual tools

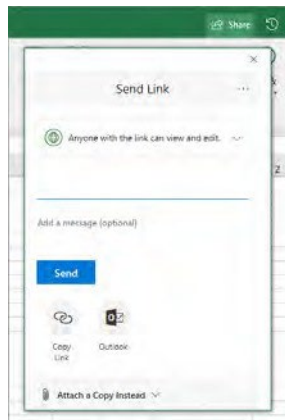
Select relevant objects in your workbook to make contextual commands available. For example, selecting a chart element displays the **Chart Tools** tab with options for the **Design** and **Format** of a selected chart.



Excel

Share your work with others

To invite others to view or edit your workbooks in the cloud, select the **Share** button in the top right corner of the app window. In the Share pane that opens, you can copy a sharing link or send invitations to the people you select.



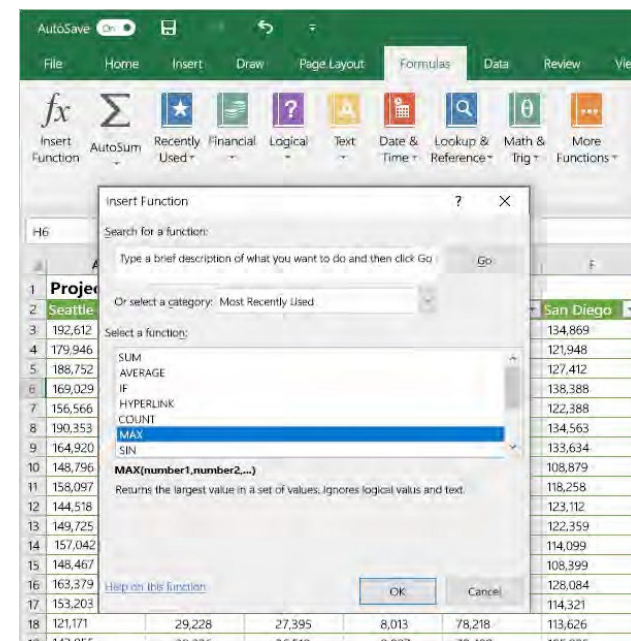
Manage data with Excel tables

You can choose to format any range of cells in your current workbook as an Excel table. Excel tables let you analyze and easily manage a group of related data independently from the other rows and columns in your workbook.

Home Inventory						
Item	Area	Model	ID Number	Purchased	Price	Value
1	Living Room	Manufacturer 1	33XCBB	5/2/2015	\$2,000.00	\$2,000.00
2	Home Office	Manufacturer 2	55-678B	11/6/2014	\$1,500.00	\$1,000.00
3	Living Room	Manufacturer 3	786555-J3	3/15/2012	\$560.00	\$550.00
4	Dining Room	Manufacturer 4	768087	6/1/2015	\$240.00	\$200.00
5	Family Room	Manufacturer 5	80-JBNR	8/19/2015	\$300.00	\$290.00
TOTALS	INVENTORY ITEMS: 5				\$4,600.00	\$4,040.00

Insert functions

On the **Formulas** tab, select **Insert Function** to search for and insert functions, look up the correct syntax, and even get in-depth Help about how your selected functions work.



Excel

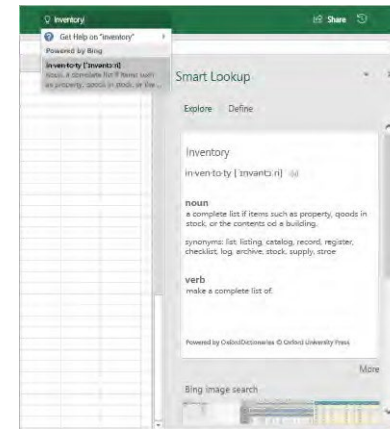
Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Excel features and commands you're looking for, to discover **Help** content, or to get more information online.



Look up relevant information

With **Smart Lookup**, Excel searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context for the data and information in your workbooks.



Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.



Next steps with Excel

See what's new in Office

Explore the new and improved features in Excel and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

Get free training, tutorials, and videos for Office

Ready to dig deeper into the capabilities that Excel has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871123> to explore our free training options.

Send us your feedback

Love Excel? Got an idea for improvement to share with us? On the **File** menu, select **Feedback** and then follow the prompts to send your suggestions directly to the Excel product team. Thank you!

PowerPoint

Quick Start Guide

New to PowerPoint? Use this guide to learn the basics.

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

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

Discover contextual commands

Select text, pictures, or other objects in a presentation to reveal additional tabs.

Find whatever you need

Look up PowerPoint commands, get Help, or search the Web.

Share your work with others

Invite other people to view and edit cloud-based presentations.

Navigate and organize

Select a slide thumbnail to switch to it or drag a slide to move it up or down in the list.

Rotate objects in place

Freely control the placement and orientation of text boxes, pictures, and other selected objects.

Add notes and comments

Track feedback while drafting your deck and keep important facts handy while presenting.

Show or hide the ribbon

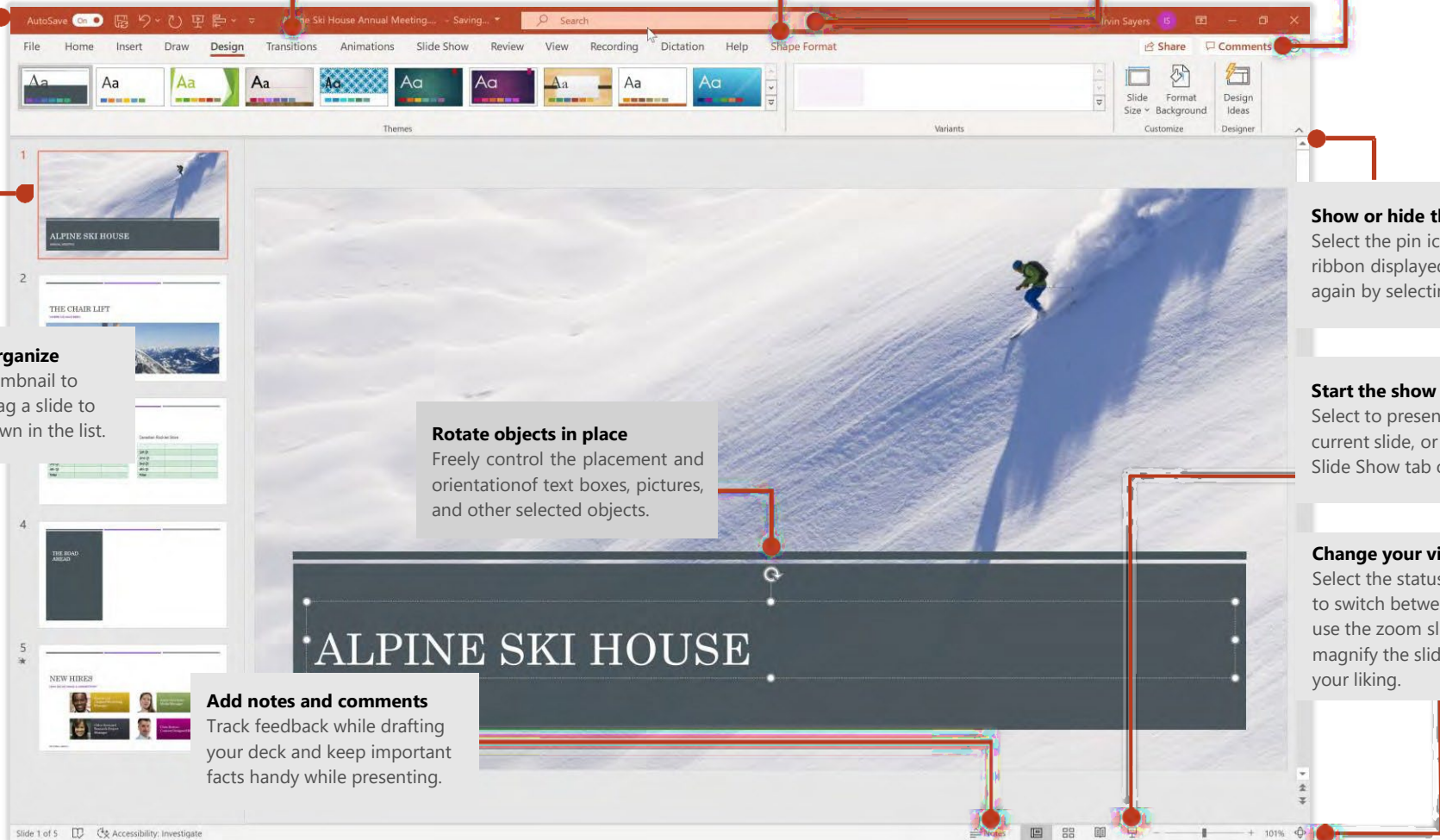
Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

Start the show

Select to present from the current slide, or select the Slide Show tab on the ribbon.

Change your view

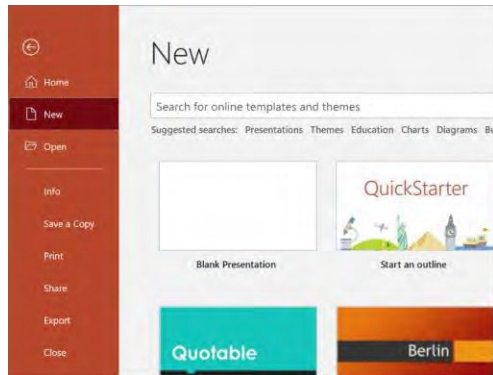
Select the status bar buttons to switch between views, or use the zoom slider to magnify the slide display to your liking.



PowerPoint

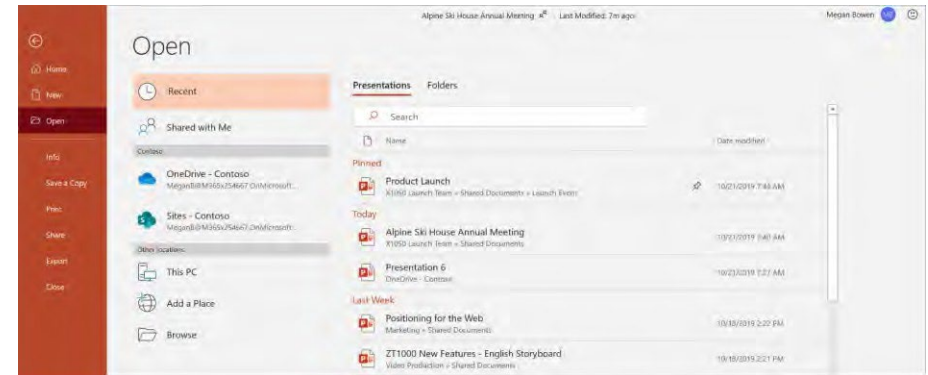
Create something

Begin with a **Blank Presentation** to get right to work. Or save yourself time by selecting and then customizing a theme or template that resembles what you need. Click **File > New**, and then select or search for the theme or template you want.



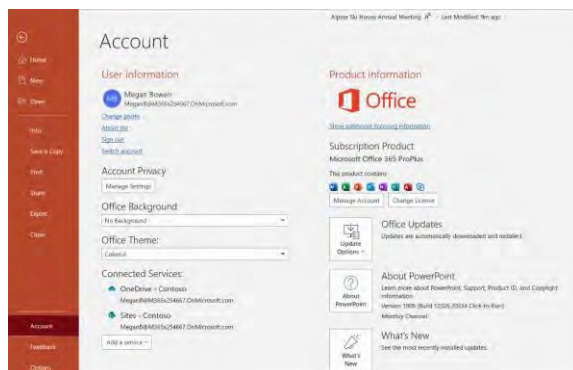
Find recent files

Whether you only work with files stored on your PC's local hard drive or you roam across various cloud services, selecting **File > Open** takes you to your recently used documents and any files that you may have pinned to your list.



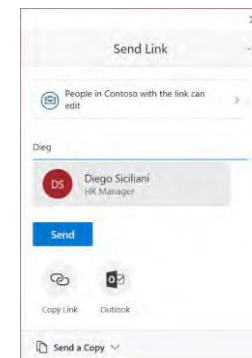
Stay connected

Need to work on the go and across different devices? Click **File > Account** to sign in and access your recently used files anywhere, on any device, through seamless integration between Office, OneDrive, OneDrive for Business, and SharePoint.



Share your work with others

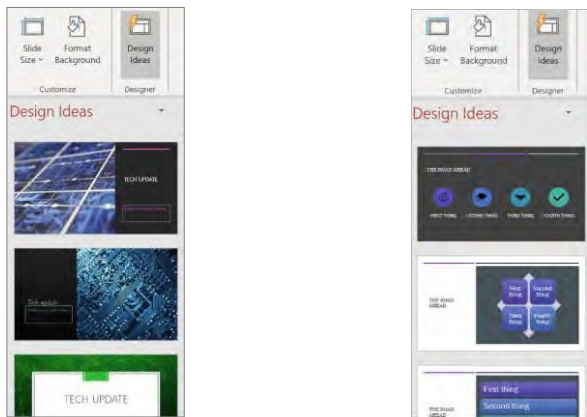
To invite others to view or edit your presentations in the cloud, select the **Share** button in the top right corner of the app window. In the **Share** pane that opens, you can get a sharing link or send invitations to the people you select.



PowerPoint

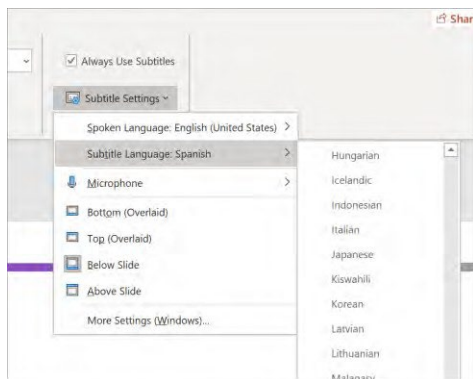
Your personal designer

If you're a Microsoft 365 subscriber, let PowerPoint create great-looking slides for you based on the content you've added. Select **Design > Design Ideas** and then select your preferred layout in the **Design Ideas** task pane. Designer detects pictures, charts, or tables on a slide and gives you several suggestions to pick.



Add captions or subtitles

Transcribe your words as you present and display them on-screen as captions in the same language you are speaking, or as subtitles translated to another language. On the **Slide Show** ribbon tab, select **Subtitle Settings** to see languages you can use.



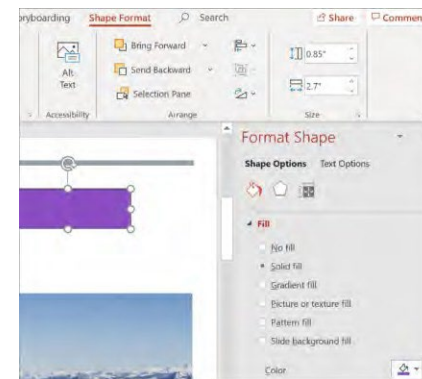
Add visual effects

Animation and transitions can help make a PowerPoint presentation more dynamic. Select the **Transitions** tab and then select a type. On the **Animations** tab, select an effect from the gallery. Click the **More** arrow to see more options. To see what they look like when completed, select **Preview**. If you want to customize the effect, select the **Effect Options** button on the tab.



Format shapes with precision

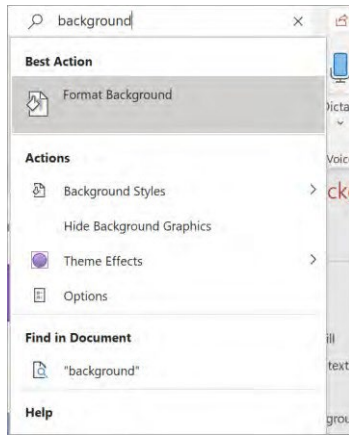
Precisely format a selected picture, shape, icon, or object with the comprehensive tools available in the **Format Shape** task pane. To display it, right-click the picture, shape, or object, and select **Format Shape**.



PowerPoint

Find whatever you need

Type a keyword or phrase into the **Search** box on the ribbon to quickly find the PowerPoint features and commands you're looking for, to discover **Help** content, or to get more information online.



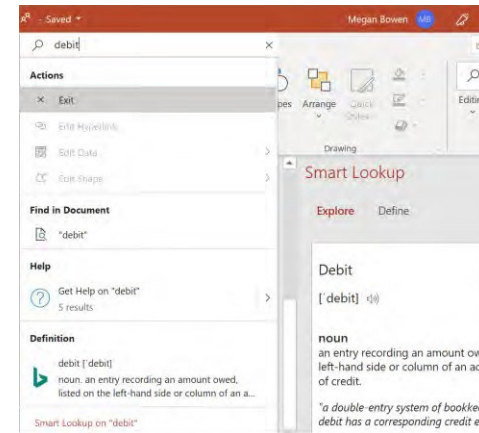
Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.



Look up relevant information

With **Smart Lookup**, PowerPoint searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context for the ideas you're sharing in your presentations.



Next steps with PowerPoint

See what's new in Office

Explore the new and improved features in PowerPoint and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

Get free training, tutorials, and videos for Office

Ready to dig deeper into the capabilities that PowerPoint has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871123> to explore our free training options.

Send us your feedback

Love PowerPoint? Got an idea for improvement to share with us? On the **File** menu, select **Feedback** and then follow the prompts to send your suggestions directly to the PowerPoint product team. Thank you!

OneNote

Quick Start Guide

New to OneNote? Use this guide to learn the basics.

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

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

Discover contextual commands

Select any part of a table or an inserted recording to reveal additional tabs.

Get help with OneNote

Select the question mark icon to learn how to use OneNote.

Share your notes with others

Give other people permission to view or edit your notebooks.

Notebooks List

Select the notebook name to switch between notebooks or select the pin icon to keep the Notebooks pane open.

Notebook Sections

Select these tabs to switch between sections in the current notebook.

Control the ribbon

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

Type anywhere on a page

OneNote's flexible canvas isn't constrained in the ways that other apps are.

Instantly find everything

Search the current page or all notebooks at once and navigate the results with ease.

Select or move paragraphs

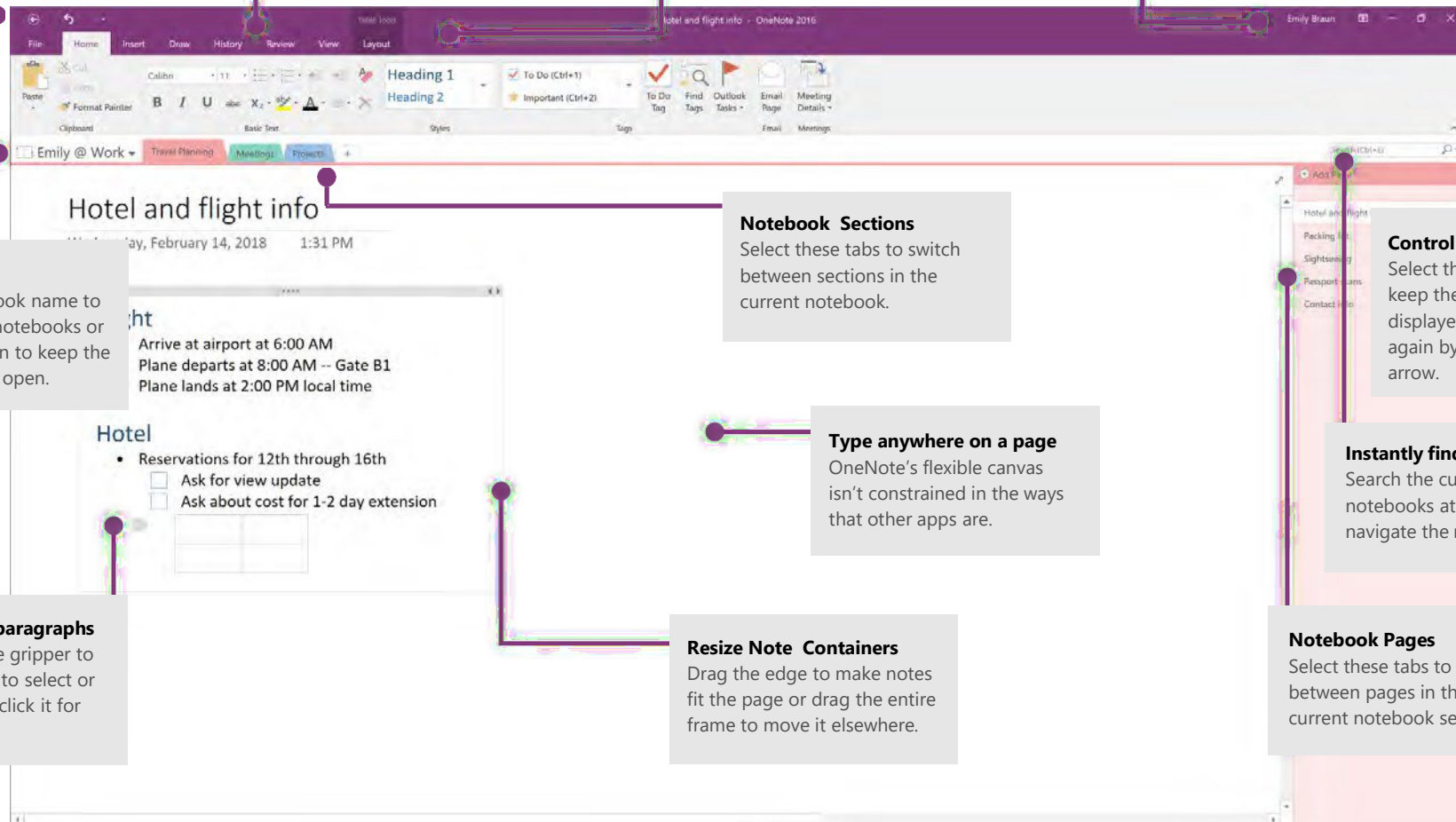
Select or drag the gripper to the left of a note to select or move it, or right-click it for more options.

Resize Note Containers

Drag the edge to make notes fit the page or drag the entire frame to move it elsewhere.

Notebook Pages

Select these tabs to switch between pages in the current notebook section.



OneNote

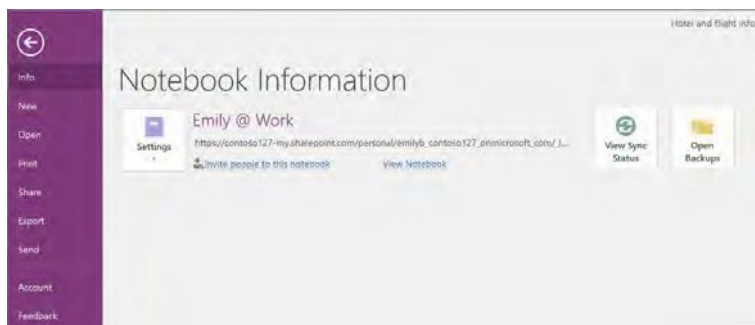
Access your notes anywhere

What good are notes, plans, and ideas if they're trapped on a hard drive? Keep your notebooks available to you by signing in with your free Microsoft account when you first start OneNote on your PC. There's even a free OneNote app for all of your preferred devices to stay in sync wherever you go.



Don't worry about saving

OneNote automatically saves all of your changes as you work — so you never have to. Even when you close the app or your PC goes to sleep, your notes are always saved, so you can continue right where you left off. To see when OneNote last synced your changes, select **File > Info > View Sync Status**.



Never run out of paper

OneNote doesn't have any of the limitations of a traditional paper notebook. When you run out of room, you can just make more.

To create a new page in the current section, select the **(+) Add Page** button at the top of the page tabs column. You can also right-click any page tab and then select **New Page**, or press **Ctrl+N** on your keyboard.

To create a new section in the current notebook, select the small tab with the plus sign **[+]** to the right of the section tab bar, or right-click any section tab and then select **New Section**.

When you first launch OneNote, a default notebook with a **Quick Notes** section is created for you, but you can easily create any number of additional notebooks for the subjects and projects you want by selecting **File > New**.

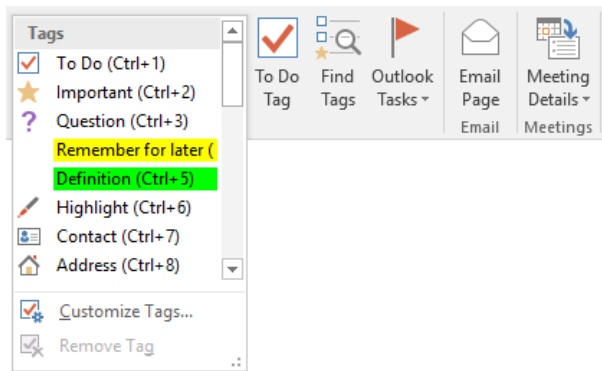


You can create new notebooks on your local hard drive, or you can store them on your free OneDrive account so your notes are always accessible on all your devices. The choice is yours!

OneNote

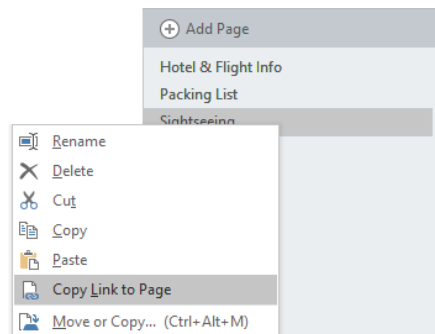
Tag important notes

The Tags gallery on the **Home** tab lets you visually prioritize or categorize selected notes. Tagged notes are marked with icons that prompt you to follow up on your important action items or to check off completed tasks on your to-do lists.



Create wiki-style hyperlinks

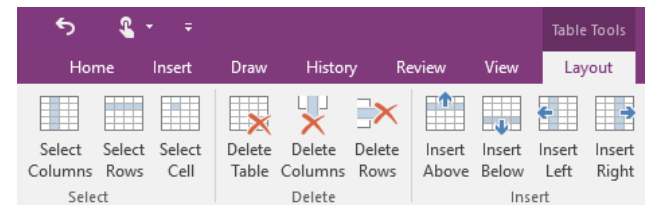
Turn your notebook into a functional wiki by creating links to specific sections or pages. Right-click the tab of the section or page that the link should point to. Next, select **Copy Link to Section** or **Copy Link to Page**, and then paste the link wherever you want it.



Organize information in tables

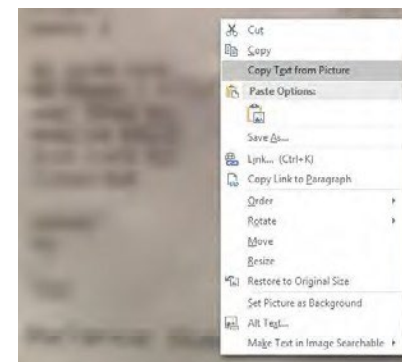
Whenever a spreadsheet is overkill, use simple OneNote tables to make sense of information. Start on a new line of text by typing a word, phrase, or number, and then press the Tab key to create the next column. Press Enter to create a new row. Alternately, you can select **Insert > Table** on the ribbon to draw a table.

Once your table is created and selected, use the commands on the **Table Tools** tab on the ribbon, or right-click any part of your table for the same **Table** options.



Copy text from pictures

OneNote can recognize text in pictures. On any page, insert a picture containing legible text (for example, a cell phone photo of a receipt), right-click the picture, select **Copy Text from Picture**, and then paste the copied text where you want it.



OneNote

Share notes with other people

In OneNote, your cloud-based notebooks remain private unless you choose to invite other people to view or edit information in the current notebook. To begin collaborating with others, select **File > Share**, and then choose what you want to do.



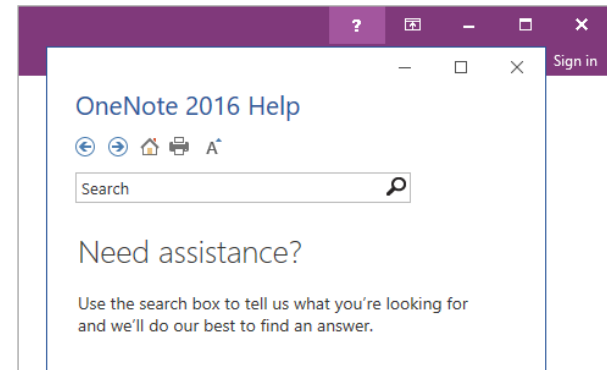
Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.



Get help with OneNote

Near the top right of the ribbon, select the **?** icon to open the OneNote 2016 Help window, where you can enter keywords or phrases to look for assistance with OneNote features, commands, and tasks.



Next steps with OneNote

See what's new in Office

Explore the new and improved features in OneNote and the other apps in Office. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

Get free training, tutorials, and videos for Office

Ready to dig deeper into the capabilities that OneNote has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871123> to explore our free training options.

Send us your feedback

Love OneNote? Got an idea for improvement to share with us? On the **File** menu, select **Feedback** and then follow the prompts to send your suggestions directly to the Word product team. Thank you!