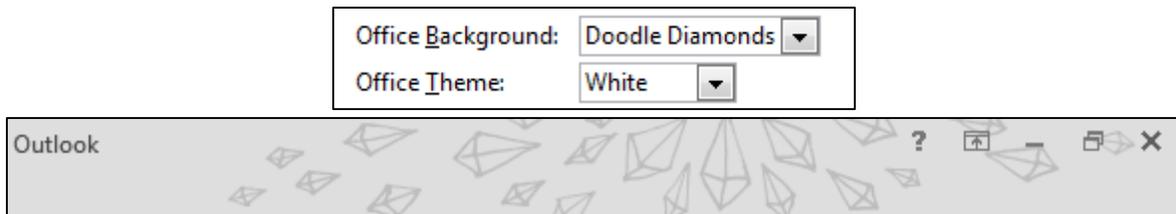
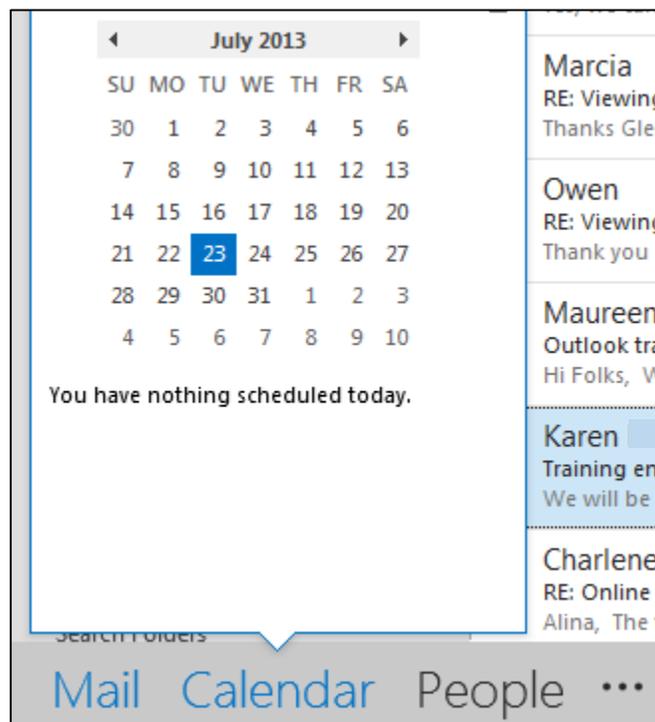


Outlook 2013 is overall more streamlined and adopts the minimalistic interface that Microsoft introduced with Windows 8. If you have seen Windows 8 in person or in advertisements, you'll recognize the straight lines and overall "boxy" look in Office 2013 applications. Microsoft claims that Outlook 2013 is faster than previous versions both in starting and closing the application and overall responsiveness.

- Change the theme in Outlook 2013 to spruce things up. Go into the **File** menu and click **Options**. In the **General** tab, there will be two options: **Office Background** and **Office Theme**.



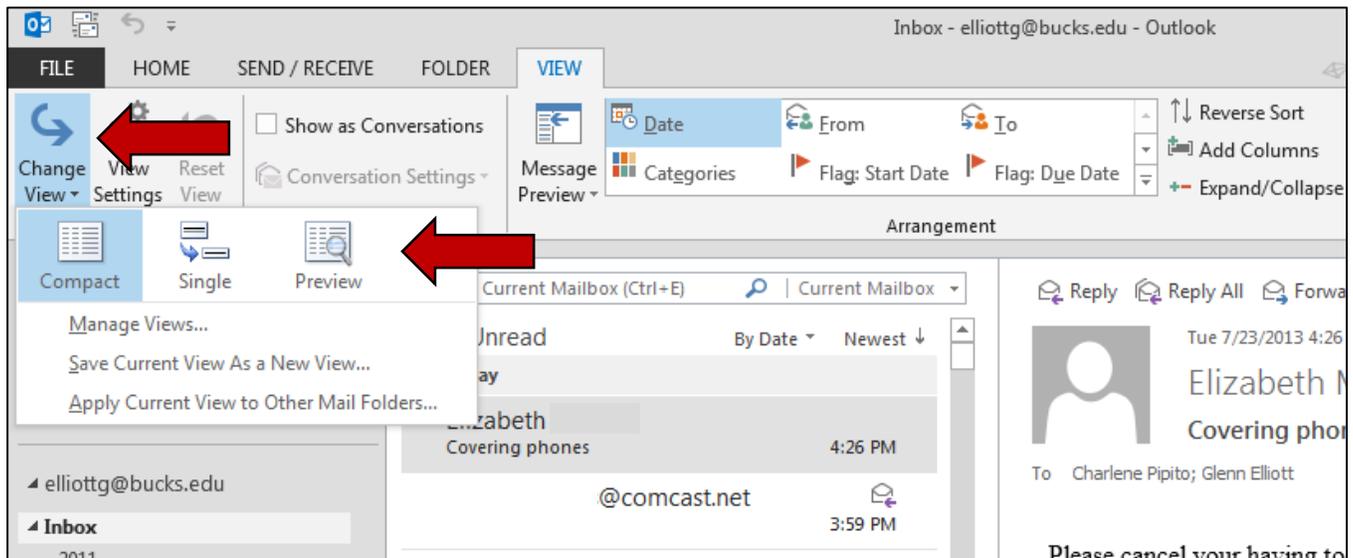
- If you have been using Outlook 2013 (or any other Office 2013 application), you may notice the typing animation. The text and cursor now "glide" on the screen as they move.
- **Mail, Calendar, People** now appear differently in the bottom left corner of Outlook 2013. They are displayed as a row of text instead of icons and text in the main Outlook left panel.
- Hover your mouse cursor over each option to see a "smart-preview" that will allow a glimpse of the view instead of switching over completely. For instance, as you type an email, try hovering over **Calendar** to show the current month with any appointments you have scheduled.



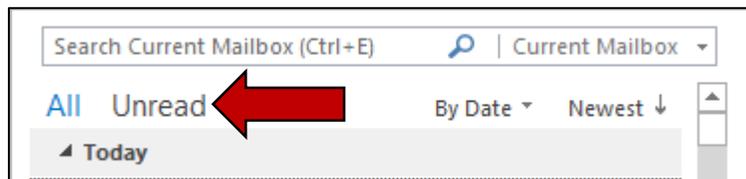
- There is a quick weather preview within the **Calendar** option that will give you a forecast for the current weather. If you explore the options further, you will be directed to Microsoft's Bing weather website to view more detailed information.



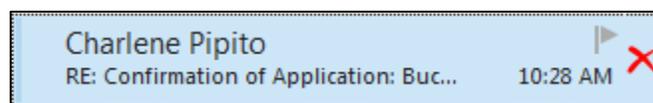
- Quickly change the view of your main Outlook window by visiting the **View** ribbon. The **Change View** option will allow you three default options, **Compact** (shown below), **Single**, and **Preview**. Click **Save Current View as a New View** to keep your settings intact for future customization. Use **Reset View** to revert back to the default options.



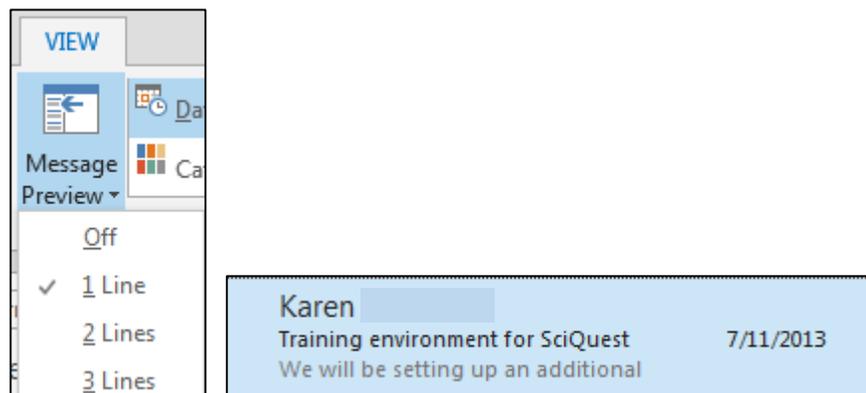
- Browse by unread messages quickly by clicking **Unread**. Outlook will automatically show you only the unread messages in the current folder.



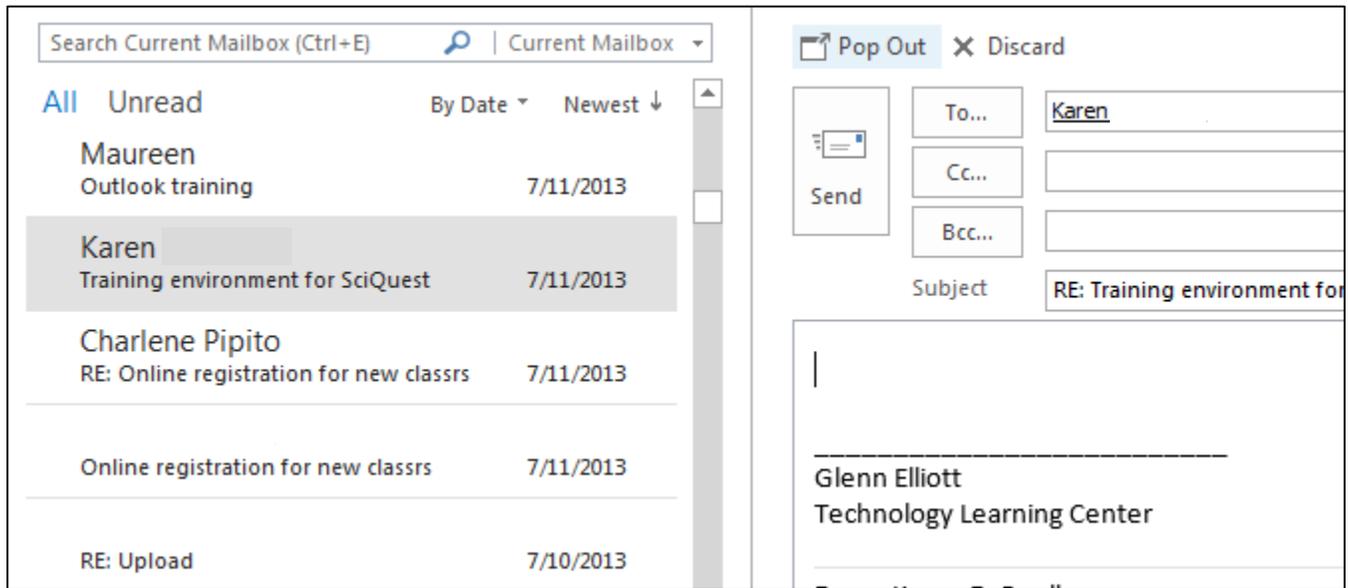
- Delete a message in one click by clicking the red **X** in the message list.



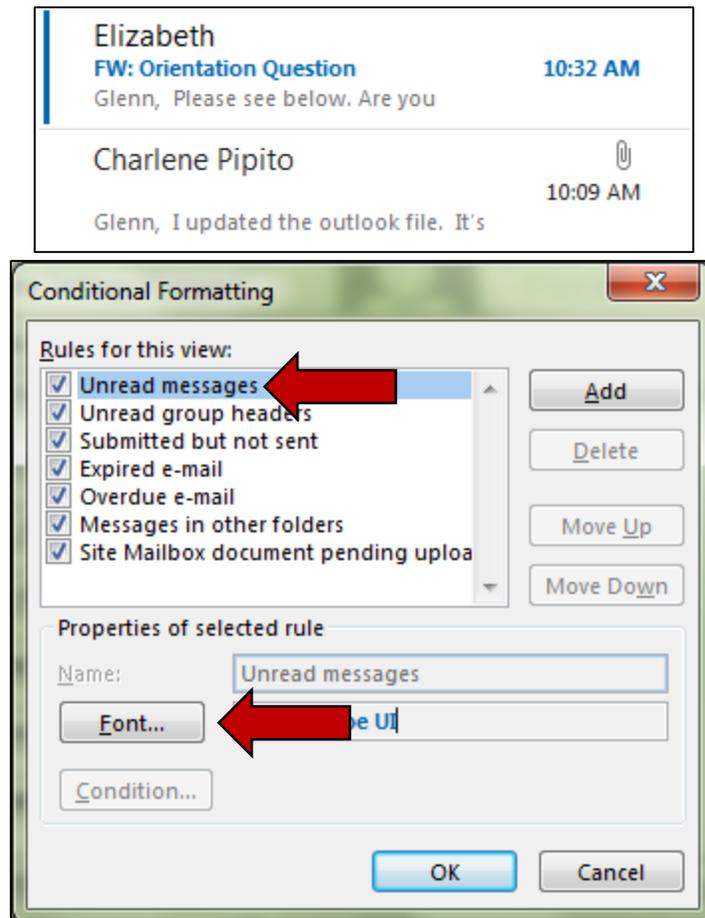
- Use **Message Preview** to view the message list with more or less detail depend on your preference. The preview below shows 1 line. This will show the first line of the email in the message list preview.



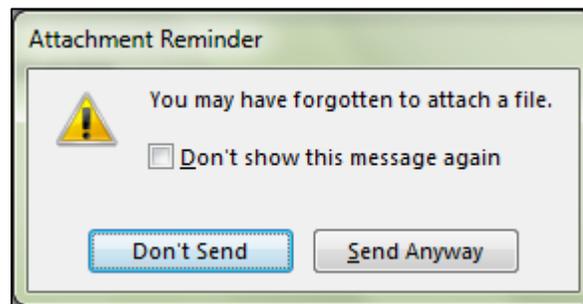
- **Reply** to a message in the preview panel without having to open a new message window.



- By default unread messages are now indicated with a blue line and blue subject instead of an envelope icon (Outlook 2010). Customize this by going to the **View** ribbon, then **View Settings**, then **Conditional Formatting**. Select **Unread messages** and click the **Font...** button and change the color of the font if you wish to display unread messages differently.



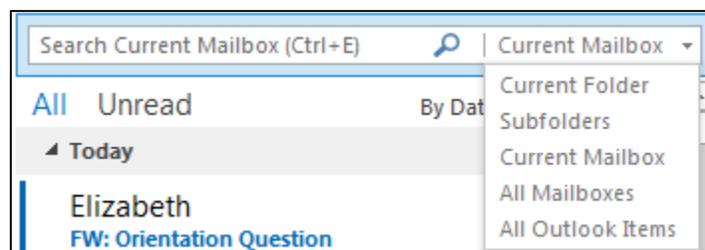
- **Attachment Reminder** will scan your email for words like “attached” or “attachment” and notify you if you have forgotten to attach the actual file in the email.



- Use the **Zoom slider** in the bottom right corner for email text. Increase or decrease the zoom of an email in the preview pane by sliding left or right.



- The **search** feature allows you to search by current folder, mailbox, etc. Choose the dropdown menu to narrow down your search results.



- Place the Mail, Calendar, and People options back into the navigation pane by clicking the **...** (next to People), then clicking **Navigation Options...** Place a check in **Compact Navigation** and click **OK**.

