What's New in Outlook 2013

✱ Review the document called **Tip Sheet – Outlook 2013 vs Outlook 2010** to see an explanation of the differences between Outlook 2013 and 2010, in addition to this document which covers only new features found in Outlook 2013.

Overall Enhancements

- The tabs on the ribbon are all CAPITAL letters. That is the fastest way to know if you are using Office 2013 or a previous version because previous versions are NOT in capital letters.

- Modern Style Interface – cleaner, minimalist, flatter look.

New Ribbon Display Options

- There are now 3 display options for the ribbon. Click on the **Ribbon Display Option** button (to the left of the minimize button on top-right of screen) to see the options.
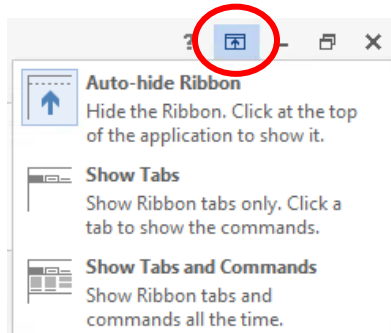

Folder Pane (Previously Called Navigation Pane)

- The folder pane has been updated and some options moved around. The biggest change, however, is that the Mail, Calendar, People and Tasks buttons appear horizontally at the bottom of the pane. You can click the **ellipsis (…)** to see Navigation Options, Notes, Folders and Shortcuts.

- The folder pane can be collapsed or expanded by clicking on the left arrow button on top right of pane.

- You can turn this new horizontal display <u>off</u> by clicking on the **ellipsis** (…), selecting **Navigation Options** and turning on **Compact Navigation**. The buttons will then appear as icons on the bottom of the Folder Pane.
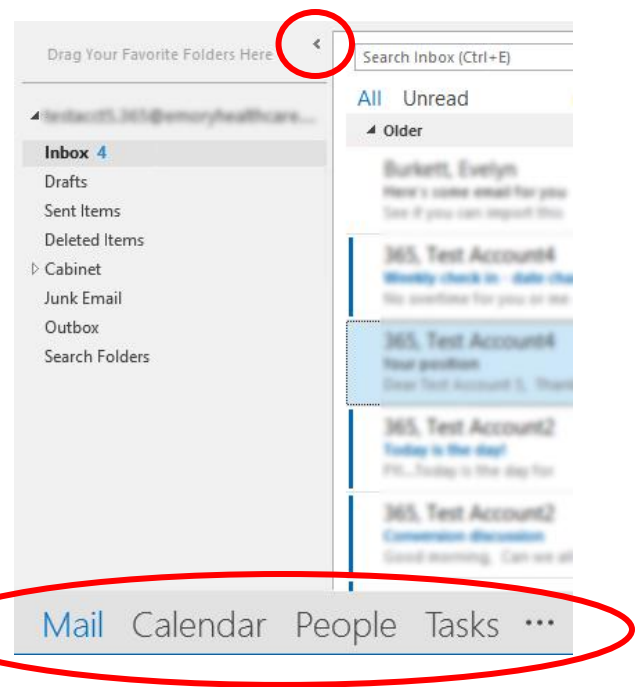
- When you hover over the Mail, Calendar, People or Tasks buttons the new **Peek** windows will appear and show a quick glimpse of each option.
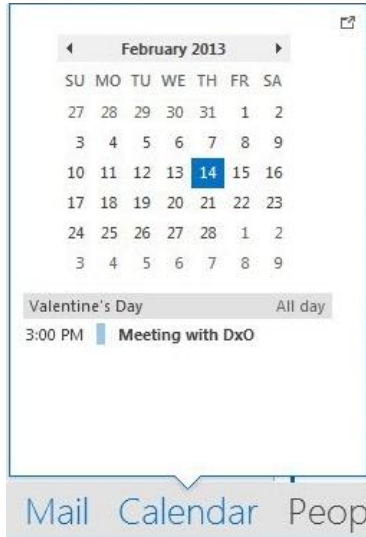

Changes to Mail Messages

- **Unread** messages will now appear with a blue vertical line in front of the message and the subject of the message appears in blue. You can also hover and then click on the blue vertical bar before each message to mark it as **read**. The blue line should then disappear. You can also easily mark a message as unread by hovering over where the blue line is supposed to be, which will make the blue line appear again, and clicking on it. The message will be marked as **unread**.
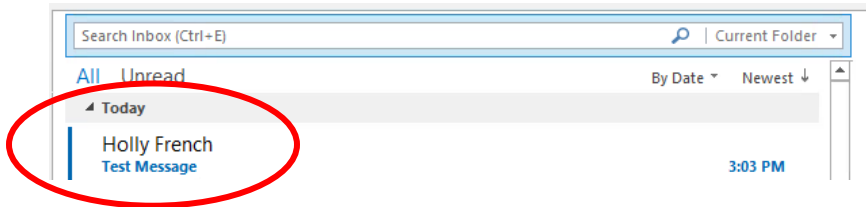

- There is also an **Unread Filter** button available above the messages to show only unread messages instead of all messages in that folder. You can click on All to return to showing all messages.
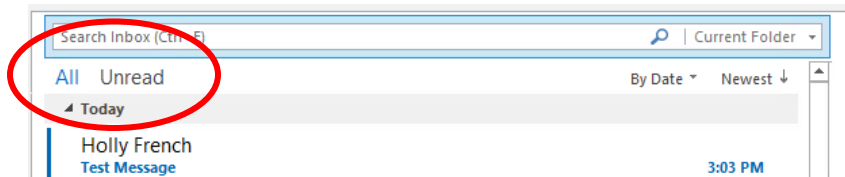

- You can now hover over a message in the Message List and **Delete** or **Flag** the message.
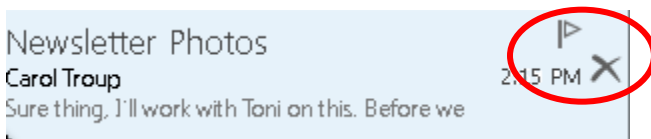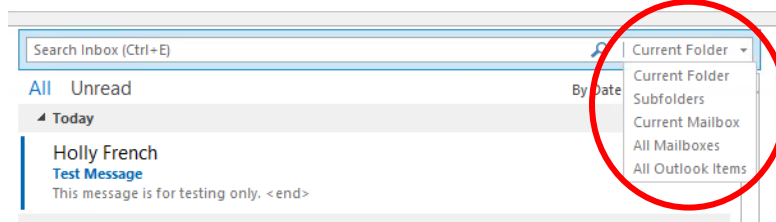
- You now have the ability to **Reply** and **Forward** right in the Reading Pane.

  Reply Reply All Forward
  Wed 9/30/2015 4:16 PM
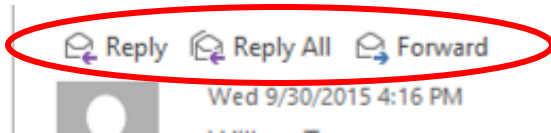
- Draft email messages are automatically saved after a few minutes PLUS you'll see the word **Draft** beside the message as a visual reminder that you haven't yet sent that message. This visual reminder feature is for reply or forward messages only. For new messages, you will still need to go to the Drafts folder to see them.

  [Draft]
  Here's some email for you   12/28/2015
 See if you can import this
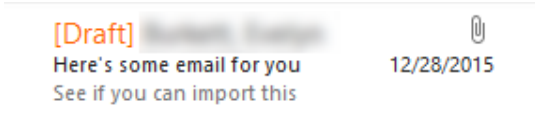
- When using the **Search box** to search for messages, Outlook performs the search on the contents of the current folder by default, but you can quickly change what folders to search by using the new drop-down arrow at end of search bar.

  Search Inbox (Ctrl+E)   Current Folder ▼
  All   Unread   By Date   Current Folder
  ◢ Today   Subfolders
                                                   Current Mailbox
  Holly French   All Mailboxes
  Test Message   All Outlook Items
  This message is for testing only. <end>

Working with Attachments

- Attachments open in a Read Only mode or in a Reading view.

- When opening **Excel or PowerPoint attachments** within Outlook, the document opens in Read Only Mode. If you need to save the document after looking at it, you must use Save As. (This is a safety feature to keep you from editing an attachment and losing your edits since you cannot save changes to an email attachment).

- Word document attachments within Outlook open in **Reading View** with a slimmed down version of the Ribbon on the top left side of the screen. Multiple page documents display in 2-page view.

  FILE   TOOLS   VIEW
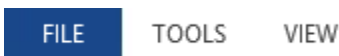
- You can click on the **View/Hide** button on the top right of the screen to either view the full Ribbon or hide the ribbon (to give more room on the screen for reading the document contents).

  □ — ⊟ ✕

- Click **View** and choose **Edit Document** to view the document in edit mode (similar to what Outlook 2010 did).

  VIEW
  Edit Document
  Navigation Pane
  Show Comments
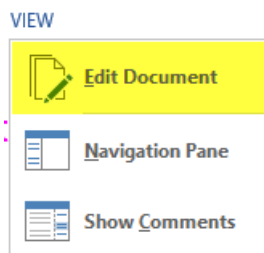
- To turn this feature off, within Word, click the File tab → Options → General and uncheck the **"Open e-mail attachments and other uneditable files in Reading View"** box. Then close and reopen Outlook.

.
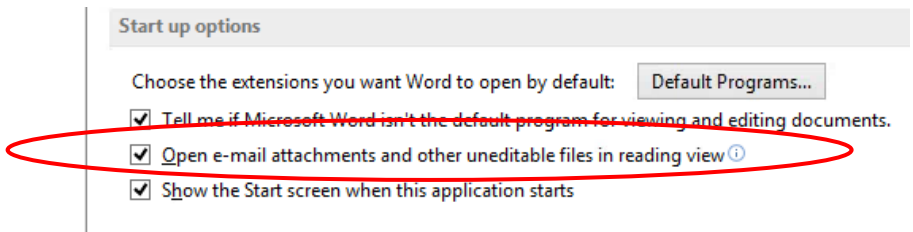
- If the message body of an email contains "attach," "attached" or "attachment", and you forgot to attach anything – a pop-up message will now appear reminding you that you forgot to include the attachment.
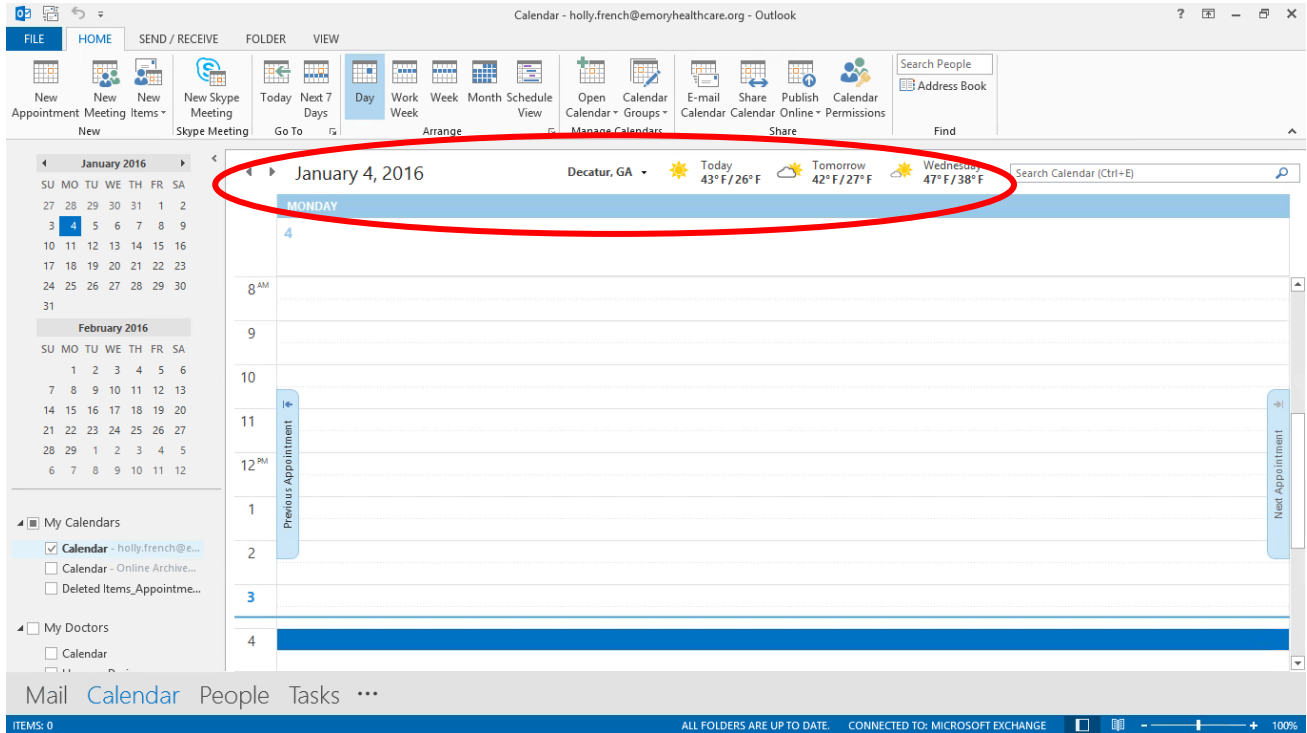

Calendar

- You can now **drag a message** to the Calendar button on the bottom of the Folder Pane to "drop" it into the Calendar. You will then need to set the appropriate date and time for this calendar item. (You can no longer drag a message to the calendar that appears on the right side of the Outlook screen as part of the To-Do Bar.)
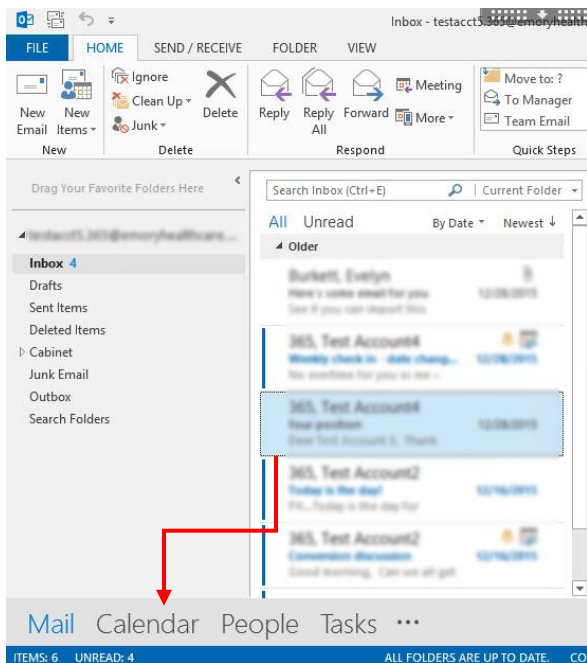
- **Weather** information for the next 3 days is displayed on the Calendar in the Calendar module. NOTE: Weather location may default to Decatur, GA.


- A **New Skype Meeting** button is now available on the main screen of the calendar and also when creating a new meeting.
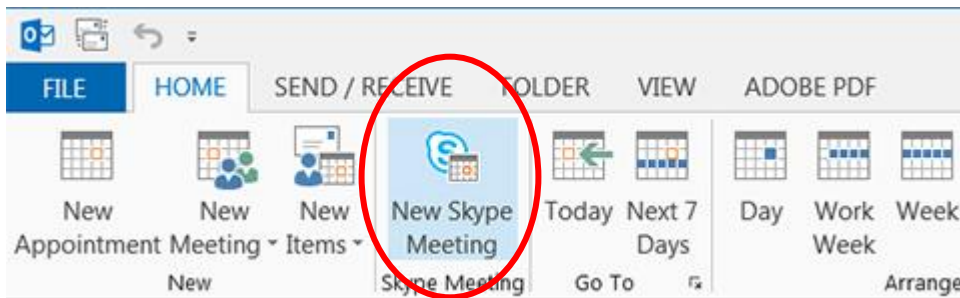
** **NOTE**: The features marked with a checkmark are currently approved for use by Emory Healthcare. Please refrain from using those features marked with an X until they are approved by Emory Healthcare.

- A **Meeting Notes** button is now available when creating a new meeting. It allows you to use OneNote to add notes to the meeting or retrieve notes about the meeting that you saved in OneNote.
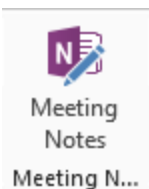
** **NOTE**: The features marked with a checkmark are currently approved for use by Emory Healthcare. Please refrain from using those features marked with an X until they are approved by Emory Healthcare.

## People (Used to be called Contacts)

- You can hover over the People option in Folder Pane and "Peek" at contacts.

- You can still drag an email message and drop on the People option on Folder Pane to add the sender to your People list.
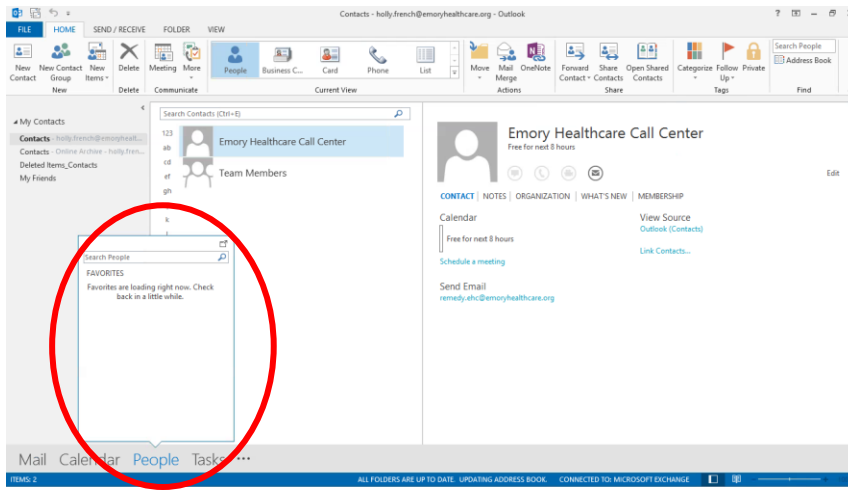
NOTE For security reasons, Emory Healthcare has disabled social media connection options in Office 2013.

Changes to the Ribbon

- On the **Home** tab, the Find Contact box has been renamed to **Search People.**
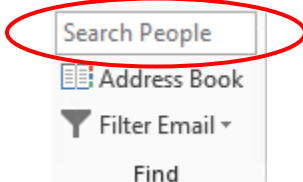
- On the **Send/Receive** tab, a **Work Offline** button has been added. This feature isn't needed for Outlook within the Emory Healthcare Virtual Desktop.

- On the **Folder** tab, a button has been added called **Show all Folders A to Z** to always show folders in alphabetical order. Click the button until it is highlighted to turn this feature on. If you prefer to arrange your folder in your own order, make sure this feature is turned off.
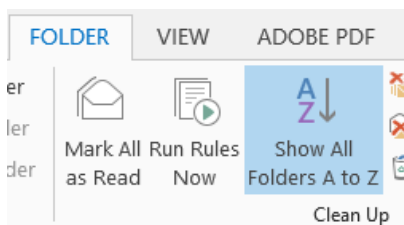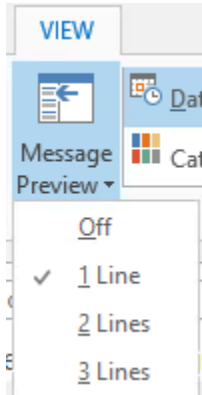

This feature is On
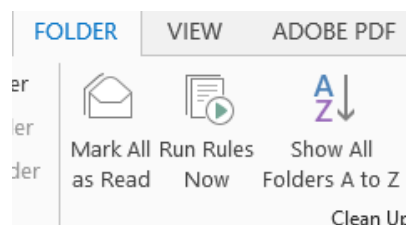
This feature is Off

- On the **View** tab, a button has been added called **Message Preview** which allows you to hide the message preview, show 1 line, show 2 lines or show 3 lines of preview.

- On the **File** tab, some options have been moved around, Open has been renamed to **Open & Export,** and a new option has been added called **Office Account**.