

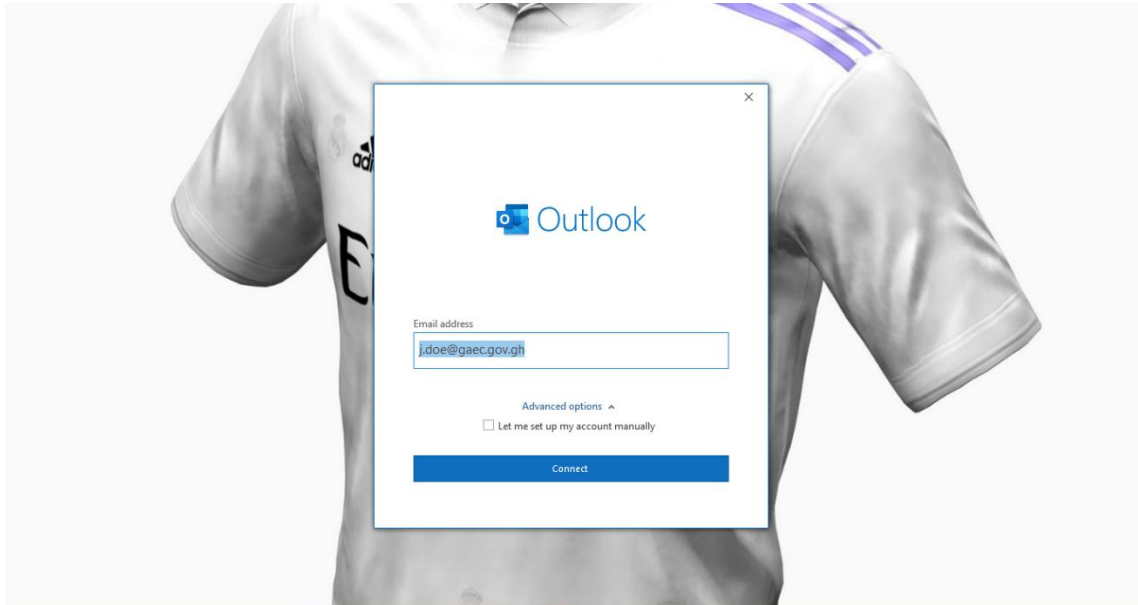
GAEC INSTALLATION MANUAL



A QUICK START GUIDE FOR
MS. OUTLOOK ON A PC

Add an email account

1. Open Outlook and select **File > Add Account**.



If you haven't launched Outlook before, you'll see a welcome screen.

2. Enter your GAEC email address and select **Connect**.

NOTE: If your screen looks different, enter your name, email address, and password, and select **Next**.

A screenshot of the Outlook 'Add Account' dialog box, specifically the 'Auto Account Setup' section. The dialog has a title bar 'Add Account' and a close button (X) in the top right corner. Below the title bar is the section 'Auto Account Setup' with the text 'Outlook can automatically configure many email accounts.' and a mouse cursor icon. There are two radio button options: 'E-mail Account' (which is selected) and 'Manual setup or additional server types'. Under 'E-mail Account', there are four input fields: 'Your Name:' with an example 'Ellen Adams', 'E-mail Address:' with an example 'ellen@contoso.com', 'Password:', and 'Retype Password:'. Below the password fields is the instruction 'Type the password your Internet service provider has given you.' At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

3. If prompted, enter your password and select **OK**.

4. Select **Finish**.

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what Outlook can do by clicking 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 hide ribbon commands after you use them.

Navigate your mail folders
Click a folder to display its contents. To turn this pane on or off, click View > Folder Pane.

Show or hide the ribbon
Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

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

Manage Outlook Groups
Communicate with teams and share conversations, messages, calendars, and events.

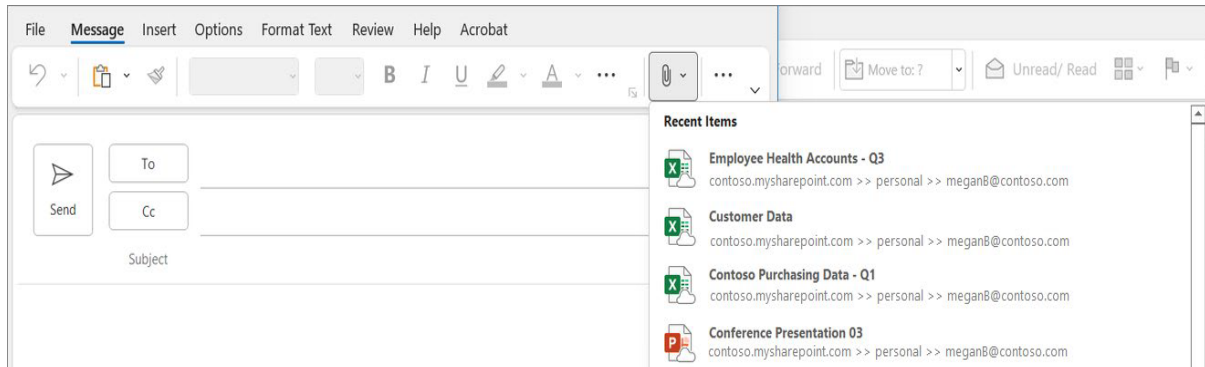
Display what you need
Ribbon commands are updated automatically depending on what part of Outlook you're looking at.

View connection status
Outlook continuously displays your folder sync status and server connection status here.

Microsoft

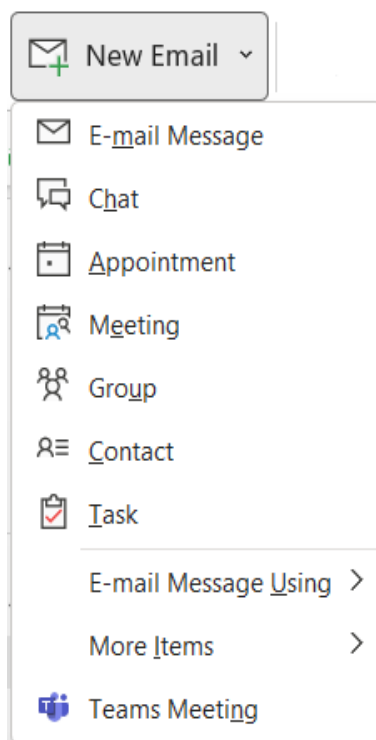
Attach files without searching

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 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.



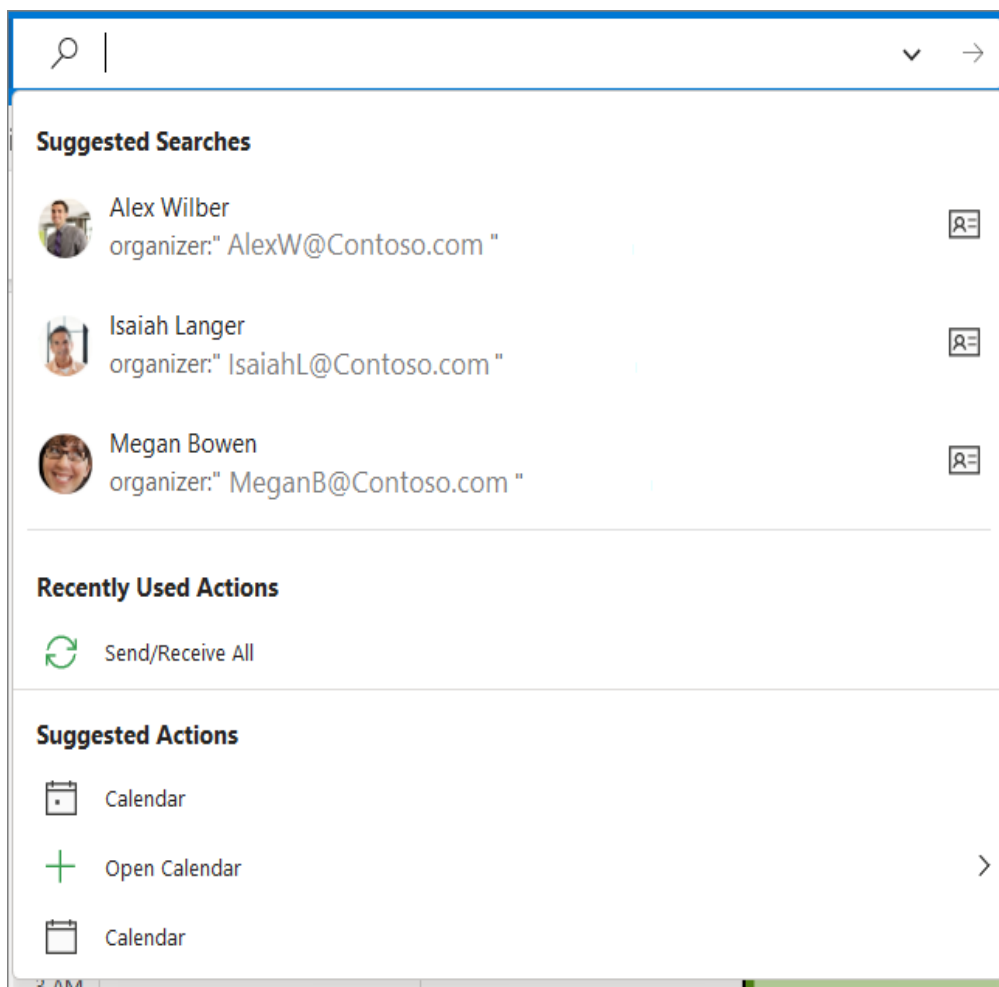
To create a new group in Outlook, on the ribbon, select **Home**, and then select **New Email > Group**.

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

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.

Find whatever you need

Type a keyword or phrase into the **Search** box on the ribbon to quickly find the Outlook features and actions you're looking for, plus all your emails, contacts, and meetings.



Use more commands

With **Read Aloud** Outlook can read your email aloud, highlighting text as it's read.

Rules allow you to move, flag, and respond to email messages automatically.

