

Microsoft Outlook Reference Guide

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Microsoft Outlook is an application that is used mainly to send and receive emails. It can also be used to manage various types of personal data including calendar appointments and similar entries, tasks, contacts, and notes. Microsoft Outlook is not free though; you must purchase it outright or pay a subscription for it if you want to use it.

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The Outlook REST APIs are a part of Microsoft Graph. Microsoft recommends using Microsoft Graph to access Outlook mail, calendar, and contacts. You should use the Outlook API endpoints directly (via <https://outlook.office.com/api>) only if you require a feature that is not available on the Graph endpoints.

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Welcome to the Microsoft Outlook Messaging API (MAPI) Reference. MAPI provides the messaging architecture for Microsoft Outlook 2013 and Outlook 2016. MAPI for Outlook provides a set of interfaces, functions, and other data types to facilitate the development of Outlook messaging applications.

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To get to the Calendar in Outlook, click on the [Calendar] button (it may be an icon of a calendar if Compact Navigation has been set) in the Navigation Pane located in the bottom left-hand corner of the Microsoft Outlook window, to the right of the [Mail] button. Your screen should look similar to the following:

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Outlook provides you with a number of built-in search filters. To use the built-in filters, click in the Search box. The Outlook ribbon will change to show the Search tab. Use any of the options in the Refine group to refine your search results.

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Get help with Outlook for Windows, the Outlook app, Outlook.com, and more. Find training videos, how-to articles, and support content.

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Reference a Cell in a Formula: Type the cell reference (for example, B5) in the formula or click the cell you want to reference. SUM Function: Click the cell where you want to insert the total and click the . Sum. button in the Editing group on the Home tab. Enter the cells you want to total, and press . Enter. MIN and MAX Functions: Click the cell where

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Outlook: Microsoft 365's solution for managing email and an appointment calendar is called Outlook. The app has been around for many years and its busy interface tends to be either loved or hated...

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Navigate Outlook: Click the icon (or label) for the view you want to open. Mailview displays your inbox and lets you browse your mail. The ribbon will display commands related to composing and managing email messages. Calendarview displays your calendar.

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