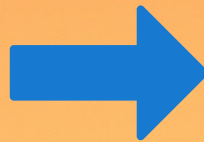
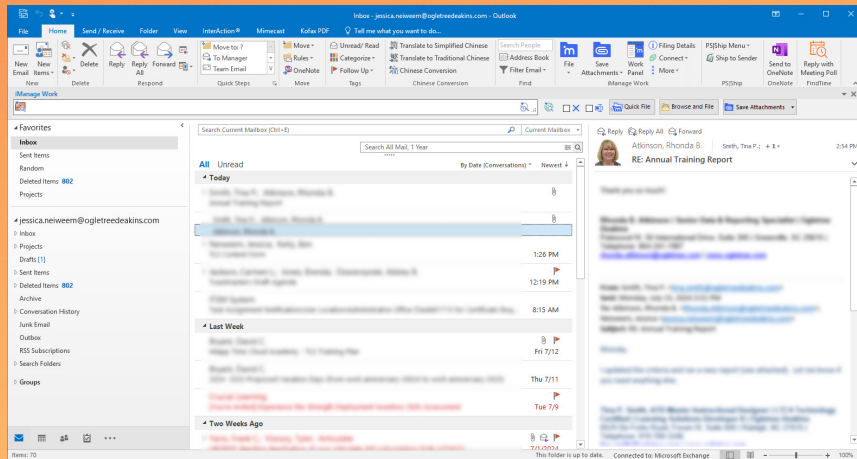


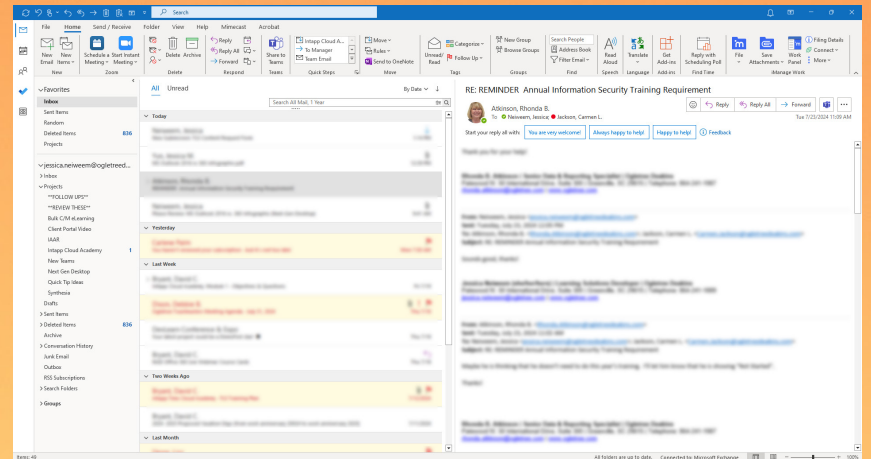
Outlook 365 Interface: How Does it Compare to Outlook 2016?

This infographic aims to assist your transition from Outlook 2016 to Outlook 365 by showing how the new interface is organized and where common features are located.

Outlook 2016

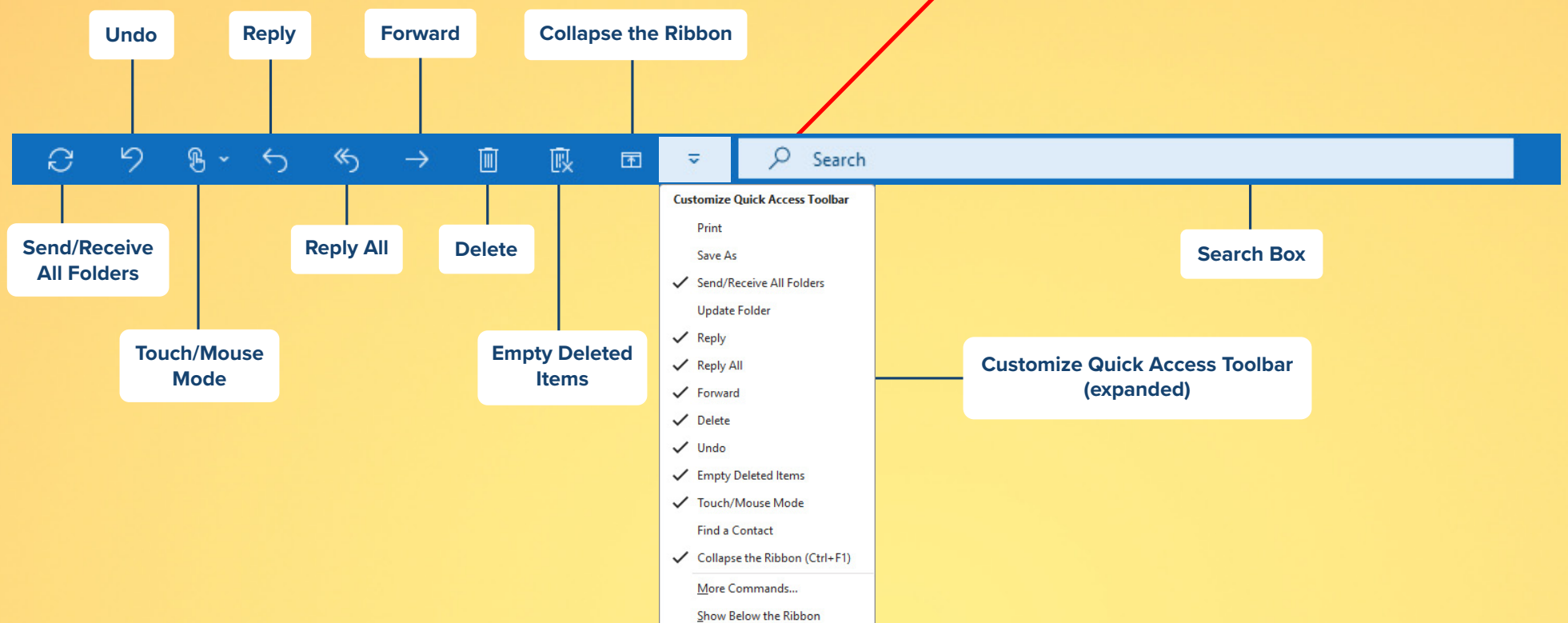
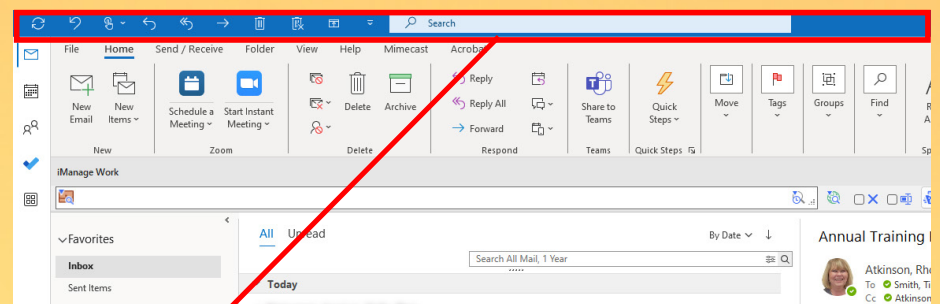


Outlook 365

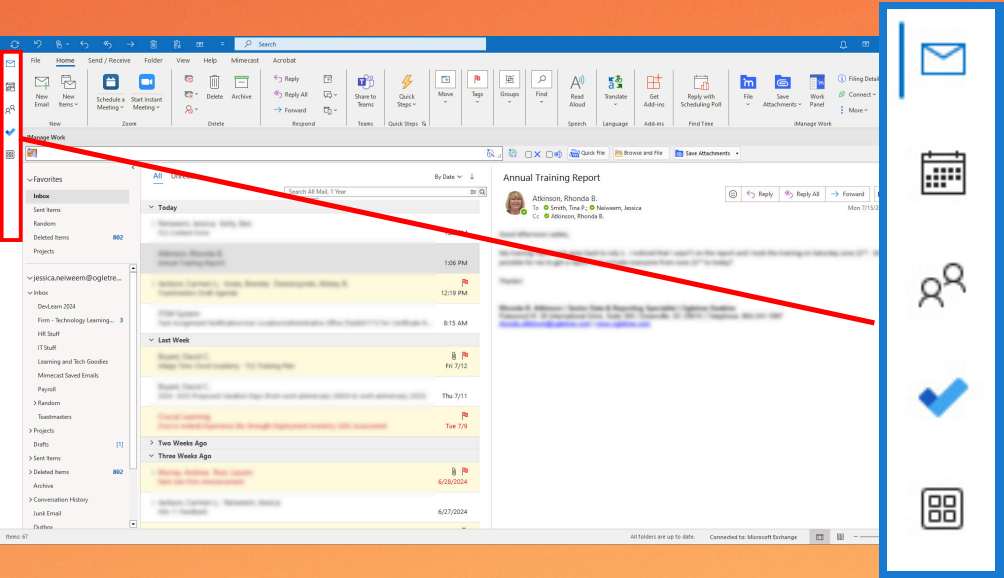


Quick Access Toolbar

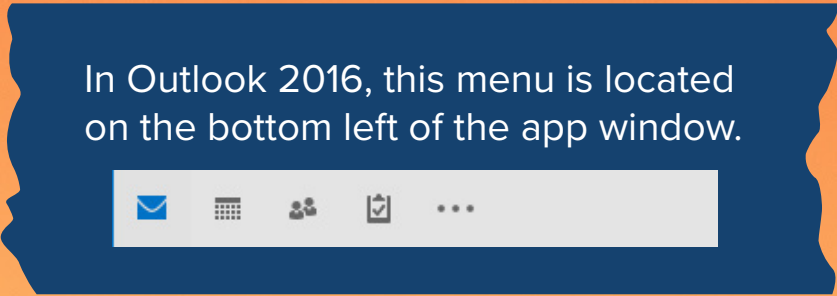
The **Quick Access Toolbar** in Outlook 365 contains a variety of new features. A **search box** enables you to search for messages, recipients, senders, and attachments in all of your folders. Several other **tools** are also accessible from this toolbar, which can also be **customized** to include or exclude tools.



Navigation Menu



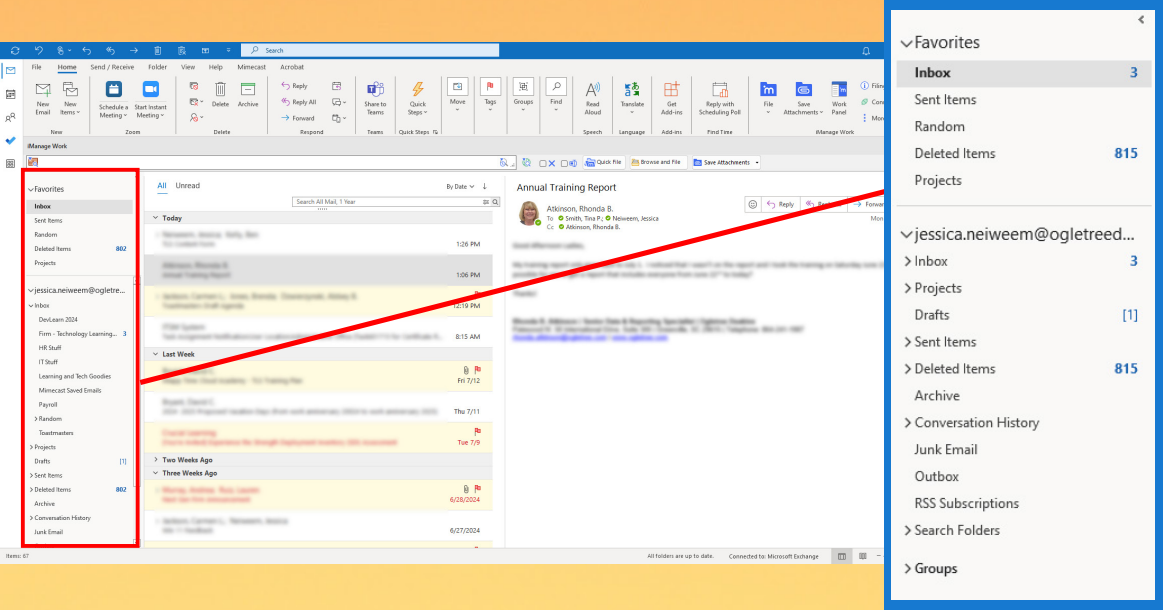
In Outlook 365, links to your **Inbox**, **Calendar**, **Contacts**, **Tasks**, and **Apps** are on a navigation menu on the left side of the app window.



Folder List

There is not a significant difference in the appearance of the **Folder List** in Outlook 365 vs. Outlook 2016.

All your folders are still accessible from this list, with the digit denoting the **number of unread messages** moved farther to the right of the folder name for improved legibility at-a-glance.



Message List

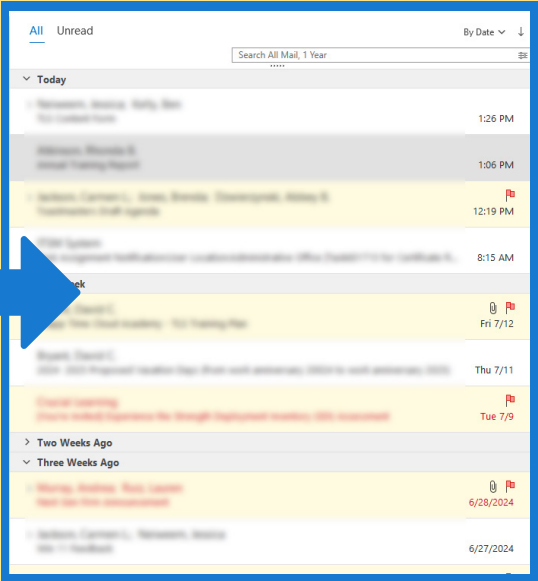
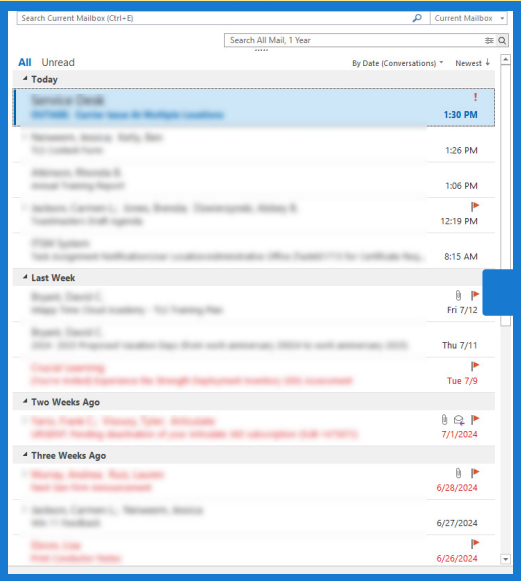
The **Message List** in Outlook 365 can be sorted and filtered as it was in Outlook 2016.



Outlook 2016



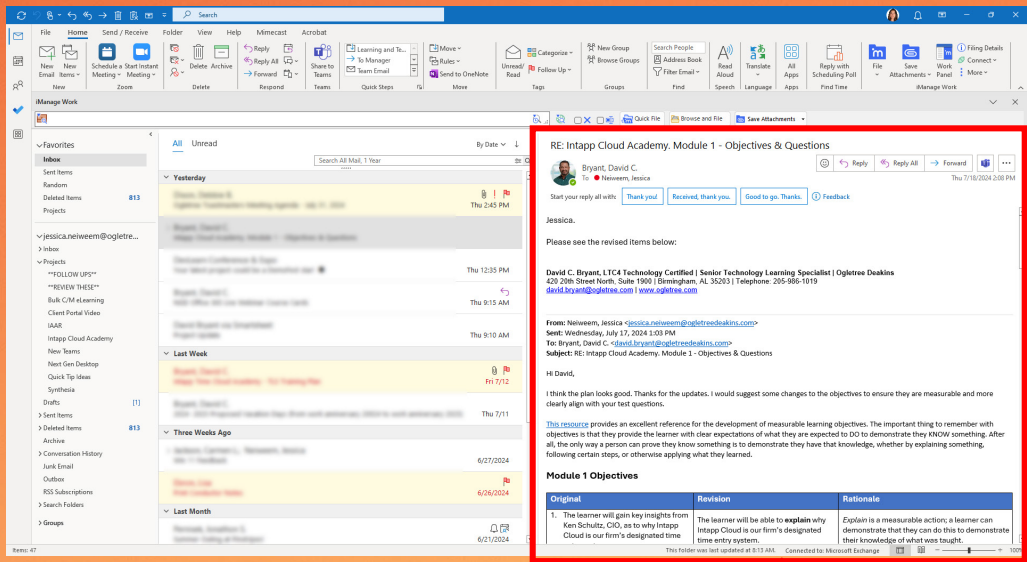
Outlook 365



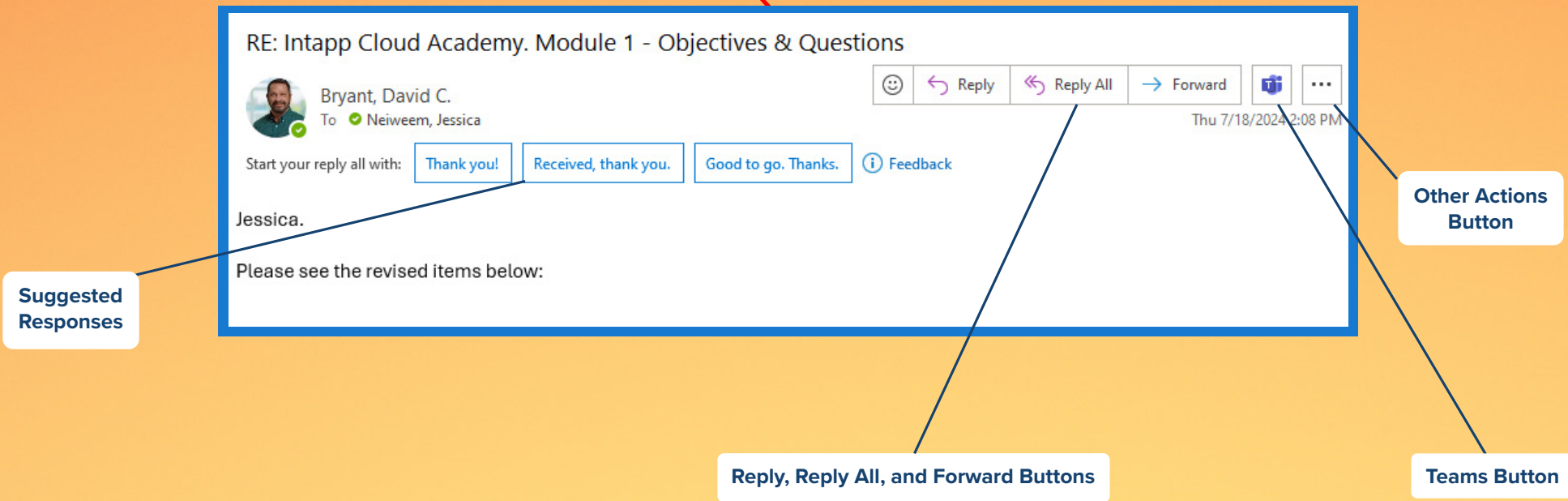
The main differences include:

- The *Search Current Mailbox* search box is replaced by the Quick Access Toolbar search box.
- There is now the option to filter your messages by those that mention you.
- Flagged messages are now highlighted in yellow and written in red.

Reading Pane

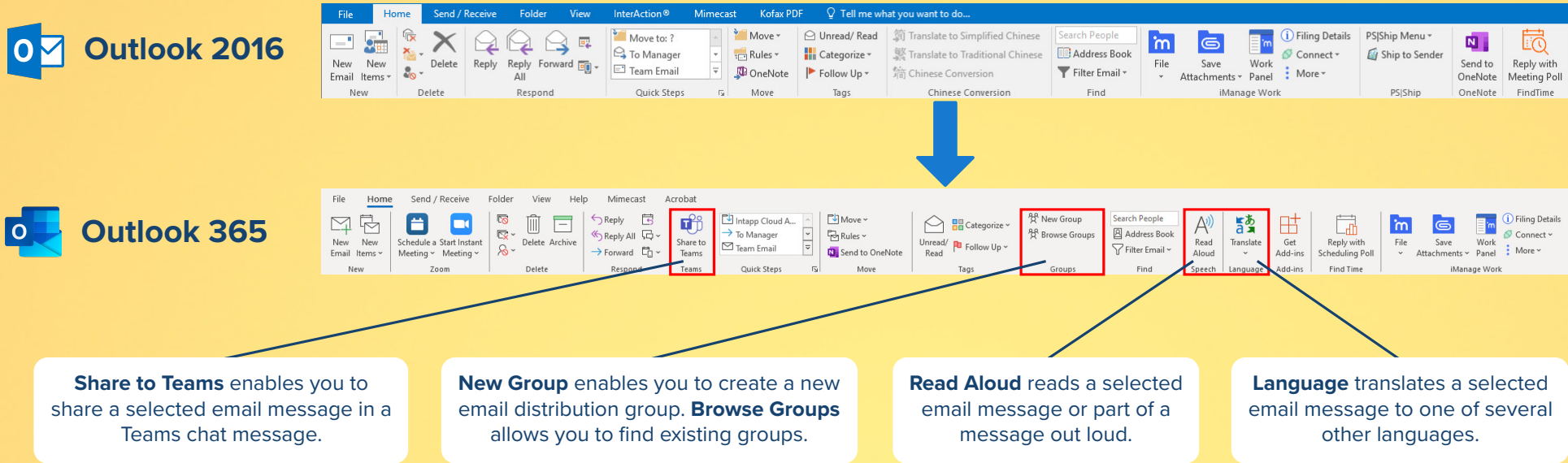


In Outlook 365, the **Reply**, **Reply All**, and **Forward** buttons appear to the right of the sender/recipient information. The **Teams** button enables you to share an email to Teams, chat with a recipient, or schedule a meeting. **Suggested responses** are also now included, helping you save time when replying. Finally, the **Other Options** button allows you to schedule a meeting with the sender, forward their message, call the sender, or translate the message.



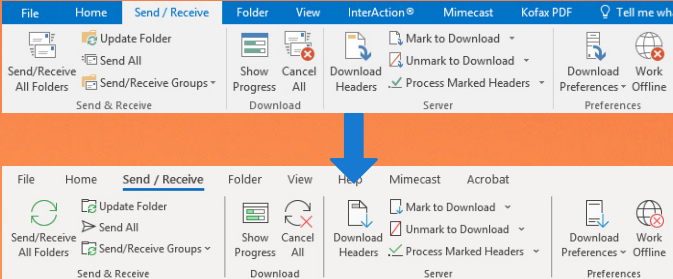
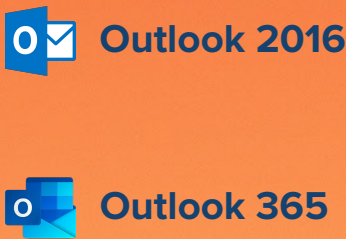
Home Toolbar

The **Home** toolbar in Outlook 365 contains most of the same features as the one in Outlook 2016, but with a few additions (highlighted below). Also note the differences in the size and appearance of some icons.



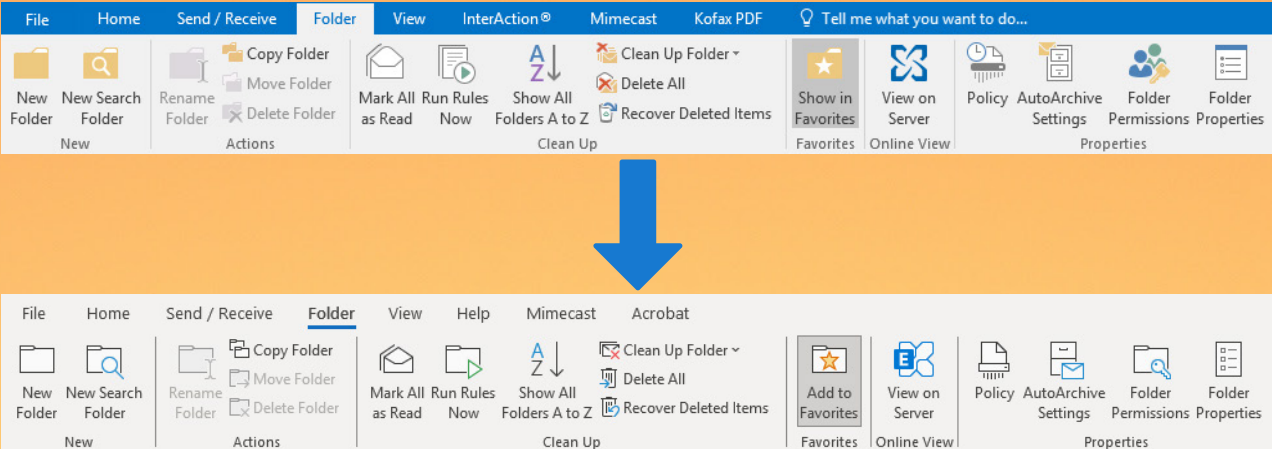
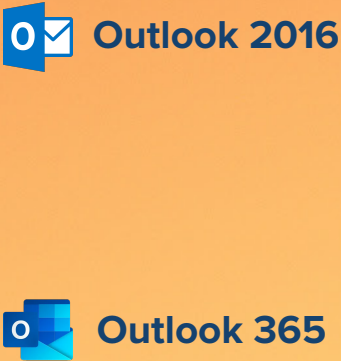
Send/Receive Toolbar

The **Send/Receive** toolbar in Outlook 365 contains all the same tools in all the same places. The icon designs have changed, however.



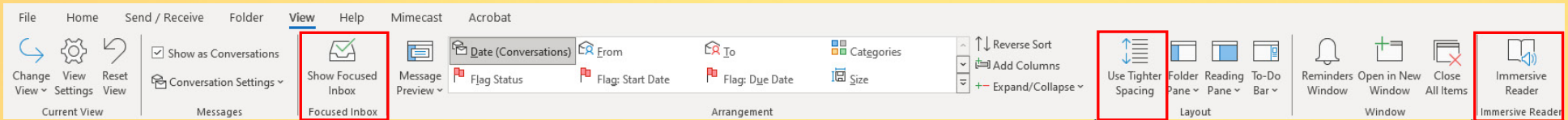
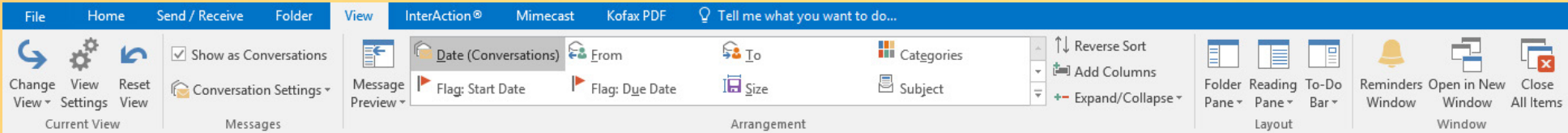
Folder Toolbar

The **Folder** toolbar in Outlook 365 contains all the same tools, but, again, looks a little different. Note the updated appearance of the icons here too.



View Toolbar

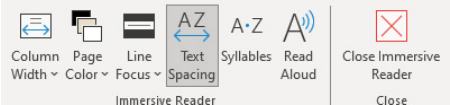
The **View** toolbar in Outlook 365 offers several new features in addition to a new look for most icons.



Show Focused Inbox separates your inbox into two tabs (*Focused* and *Other*). Your most important emails appear under *Focused*, with all other emails going to *Other*.

Use Tighter Spacing shrinks the space between messages in your inbox.

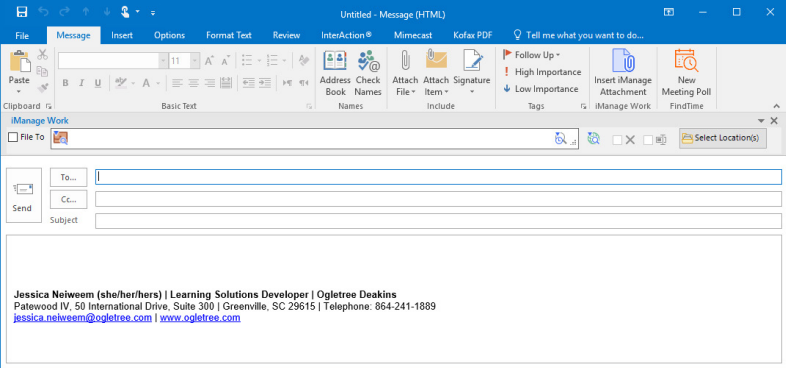
Immersive Reader offers accessibility features to make it easier to read your emails.



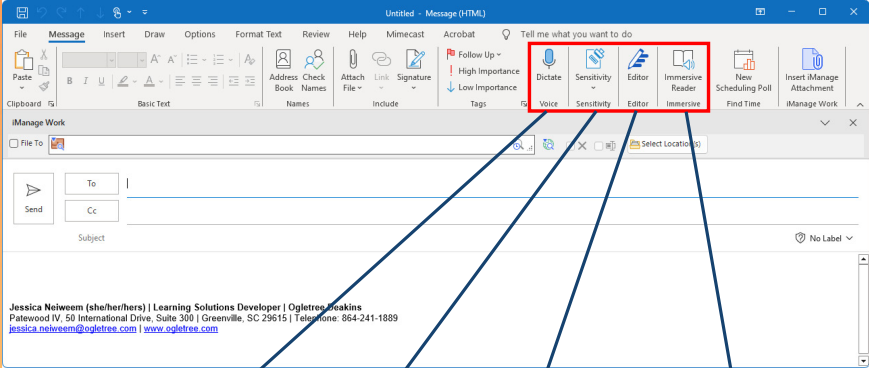
Message Window

When you compose a new message in Outlook 365, a few new options appear. **Dictate** allows you to use speech to text to compose an email message. **Sensitivity** allows you to add a sensitivity label to your email to keep it compliant with Ogletree's information security policies. **Editor** uses a powerful spelling and grammar checker to help improve the quality and tone of your writing. Finally, **Immersive Reader** provides a menu of accessibility tools designed to make it easy to read your emails.

 Outlook 2016



 Outlook 365



- Dictate
- Sensitivity
- Editor
- Immersive Reader

Message Window Toolbars

The **toolbars** at the top of the *Message* window in Outlook 365 contain all the same options and three new additions. **Draw** allows you to insert a canvas into an email and freely draw upon it. **Help** provides direct links to technical support and training resources. Finally, **Acrobat** has replaced Kofax PDF tools, enabling you to create a PDF from an existing document and attach it to your message.

