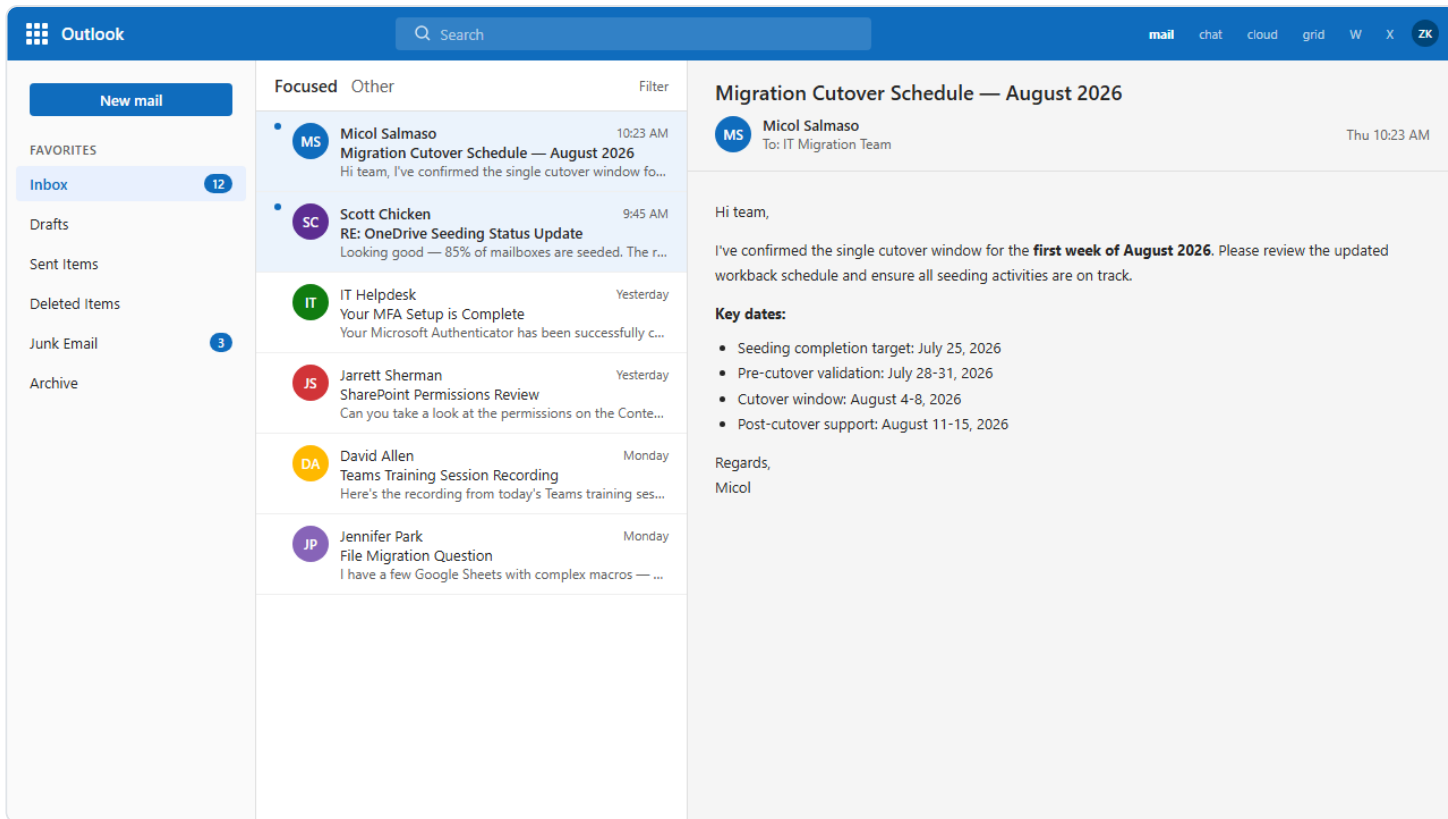


Getting Started with Outlook

Outlook is your new email, calendar, and contacts hub at Blue Ant Media. Access it via the desktop app, web, or mobile.



Outlook inbox with navigation pane, message list, and reading pane

Desktop App

Open **Outlook** from the Start menu or taskbar. Sign in with your **@blueantmedia.com** email. Your inbox, sent items, and folders are ready.

Web App

Go to **outlook.office.com** and sign in. Full email, calendar, and contacts — works from any browser.

Mobile App

Download **Microsoft Outlook** from App Store or Google Play. Sign in with your work account. Enable notifications for calendar reminders.

Web vs Desktop Comparison

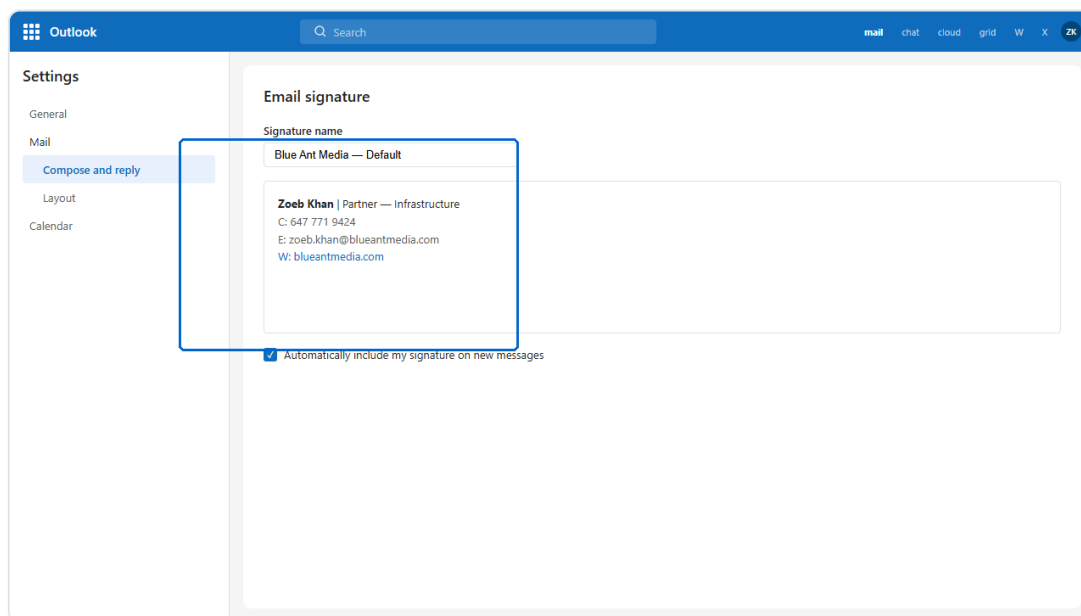
FEATURE	DESKTOP APP	WEB APP (outlook.office.com)
Offline access	Full offline support	Limited (recent mail only)

Rules	Full rules engine	Basic rules
Add-ins	Full add-in support	Most add-ins supported
Speed	Fast (local cache)	Depends on internet
Calendar	Full scheduling assistant	Full scheduling assistant

Gmail to Outlook Mapping

EMAIL	OUTLOOK EQUIVALENT
Labels	Folders (your Gmail labels are now folders)
Stars	Flags (right-click → Flag)
Archive	Archive folder (or Backspace key)
Priority Inbox	Focused Inbox (toggle: View → Show Focused Inbox)
Snooze	Snooze (right-click → Snooze)
Undo Send	Undo Send (Settings → up to 10 seconds)

Setting Up Your Email Signature



Email signature settings in Outlook

Step 1

Desktop: File → Options → Mail → Signatures. **Web:** Settings (gear) → Mail → Compose and reply → Email signature.

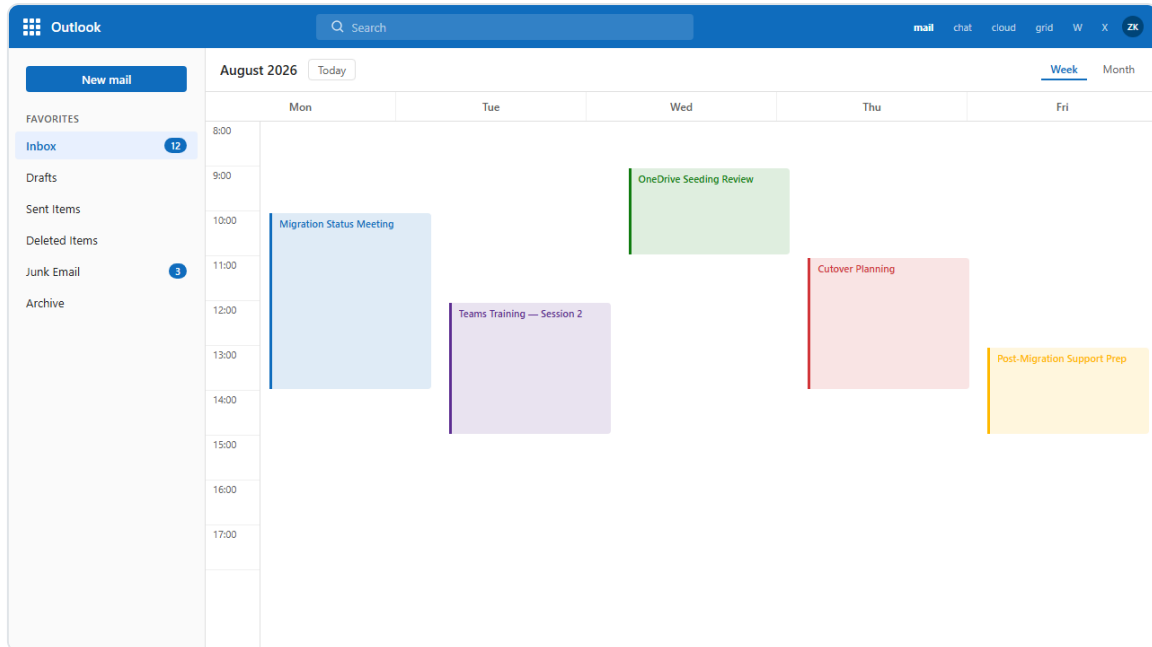
Step 2

Create a new signature with your name, title, phone, and @blueantmedia.com email. Use the Blue Ant template provided by IT if available.

Step 3

Set it as default for **New messages** and **Replies/forwards**.

Calendar Sharing



Outlook Calendar with Scheduling Assistant

- **Share your calendar:** Right-click your calendar → Sharing and Permissions → add colleague → set permission level (Can view details / Can edit)
- **View colleague calendars:** Click "Add calendar" → "From directory" → search by name
- **Scheduling Assistant:** When creating a meeting, click "Scheduling Assistant" to see everyone's availability side by side

Search Syntax

SEARCH	SYNTAX	EXAMPLE
From someone	from:name	from:erin
To someone	to:name	to:melissa
Subject line	subject:keyword	subject:budget
Has attachment	hasattachment:yes	

Date range

received:this week

received:last month

Keyboard Shortcuts

ACTION	SHORTCUT
New email	Ctrl + N
Reply	Ctrl + R
Reply all	Ctrl + Shift + R
Forward	Ctrl + F
Send	Ctrl + Enter
Search	Ctrl + E
Switch to Calendar	Ctrl + 2
Switch to People	Ctrl + 3

TIP

If Focused Inbox separates your mail in a way you don't like, go to **View → Show Focused Inbox** to toggle it off and see all mail in one view.

Need help? Contact m365support@blueantmedia.com or visit the M365 Help channel in Microsoft Teams.