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What's New



What's New in Outlook

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Make a smooth move from Outlook for Windows

If you use Outlook for Windows, you probably have important e-mail messages, contacts, and other items that you want to keep. Now it's easy bring all that information to your Mac. You can create a .pst archive file in Outlook for Windows, and then import the .pst file into Microsoft Outlook for Mac 2011. All imported messages, contacts, and other items will be there for you in Outlook for Mac, so you'll feel right at home.

Read more: [Import a .pst file from Outlook for Windows](#)

[Watch video](#)

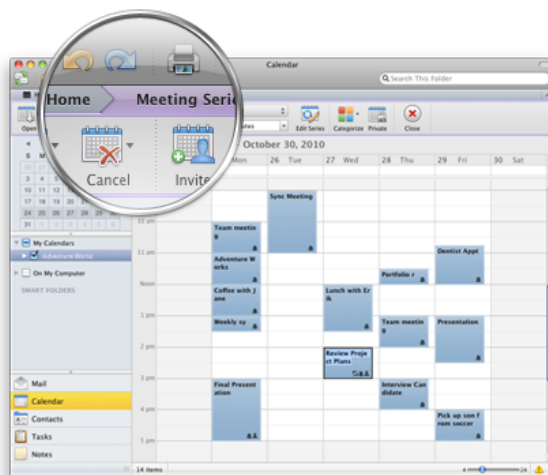
The tools you want, when you want them

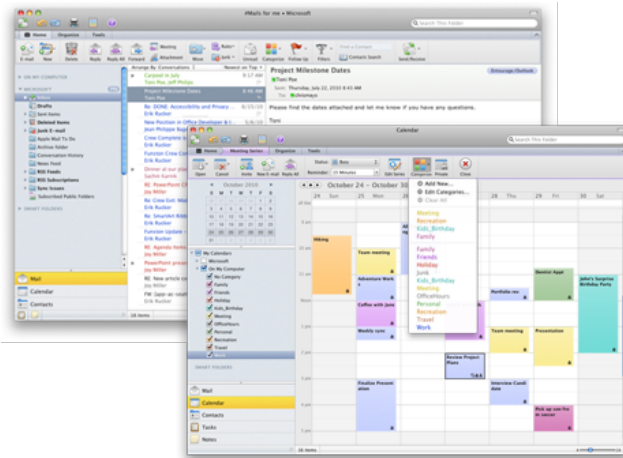
The new Microsoft Office for Mac ribbon helps you find the features and commands that you want to complete tasks quickly. You'll find the commands that you already know how to use in an intuitive, easy-to-use interface, right at the top of the Outlook for Mac window. When you're reading your messages, the Home tab contains the most frequently used tools for replying, forwarding, and applying rules, flags, and categories. The Options and Tools tabs provide other useful tools, such as options for arranging your messages and creating new folders.

In addition, the ribbon provides specialized tools when you need them. For example, when you click a meeting in your calendar, the Meeting tab appears and provides buttons for you to respond to the organizer or send mail to attendees. When you click a blank area of the calendar, the Meeting tab closes, and the tools on the Home tab appear again.

Read more: [Customize the Outlook window](#)

[Watch video](#)





Get organized by using categories

Take control of the endless stream of messages arriving in your inbox by using categories. You can assign color-coded categories to messages, contacts, and other items. This helps you tell at glance which items deserve your attention. For example, you could assign your sister to the Family category (fuchsia), coworker contacts to the Team category (blue), and carpool contacts about your carpool to the Personal category (green). When you receive new messages from these contacts, Outlook for Mac automatically assigns the messages to their respective categories and color codes. Suddenly your inbox is streamlined and helpful.

You can easily assign categories by dragging, or you can filter by category with just one click.

Read more: [Filter items by category](#)

Seamless Mac integration

Outlook for Mac works together with some of your favorite features of Mac OS X. For example, Outlook uses Quick Look to view attachments. This enables you to view a multipage document or photo slide show without leaving Outlook.

Similarly, because Outlook for Mac stores messages and other items as individual files, you can use Time Machine to back up your Outlook data.

Read more: [View attachments in Outlook](#) and [About Time Machine backups and Outlook](#)

[Watch video](#)

