

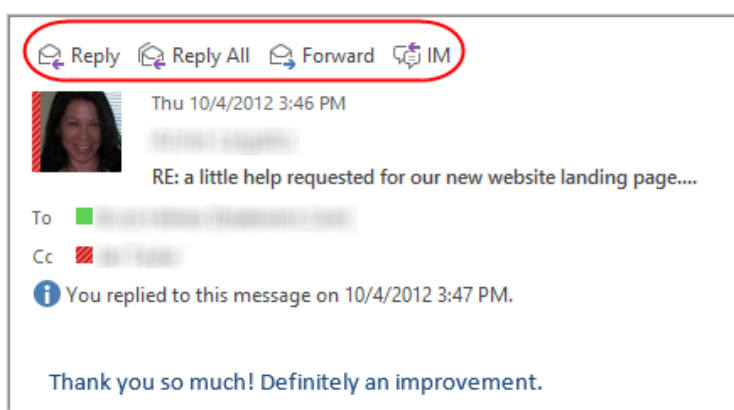
## Outlook 2013

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Outlook 2013 makes it easier than ever to communicate quickly, with message previews, inline replies, and new buttons in the message list.

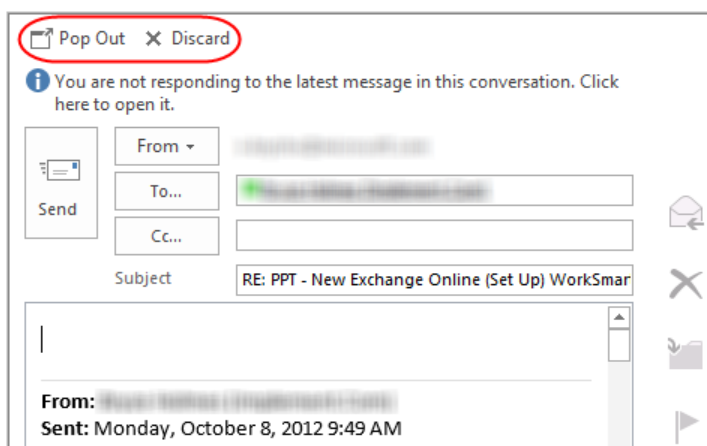
### Respond faster with inline replies

You can respond to email faster with the new inline reply. Just tap or click a button in the Reading Pane to reply to email, or start a Lync® IM conversation for a real-time chat.



**NOTE** If you are using your computer or other device in Touch Mode, the Reply and other buttons appear to the right of the Reading Pane.

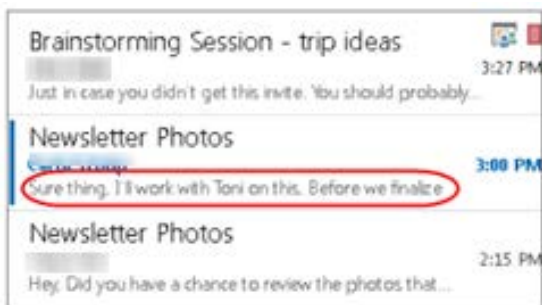
If you reply to a message from the Reading Pane, but decide you want a full window to type your message, just tap or click **Pop Out** at the top of the message. To discard a message you start from the Reading Pane, tap or click **Discard**.



## Preview messages before opening them

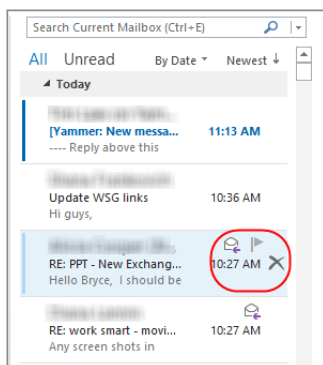
In Outlook 2013, you can preview a message in the message list before you open it.

Go to "View" then select "Reading Pane" and select one of the options.

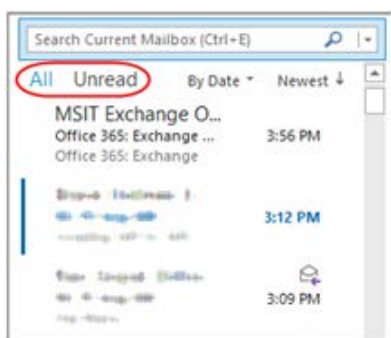


## Use commands in the message list for quick action

You can quickly flag or delete messages with handy commands in the message list.



You can also use the **All** and **Unread** buttons in the message list to focus on just the messages you want to see.



## Subject Line Spell Check

Outlook 2013 helps add polish to your messages by spellchecking your subject lines for you.



For more information, please visit [www.smbboss.co.za](http://www.smbboss.co.za) / Contact Microsoft South Africa: 0860 22 55 67