NAPLES COMPUTERS HOW-TO · WINDOWS TIPS

New Outlook vs Classic Outlook: What Changed, and How to Switch

Outlook looks different lately, because Microsoft has been moving everyone to a new version. This guide covers what actually changed between new Outlook and classic Outlook, and how to switch between them using the toggle at the top right, in either direction.

What's actually different?

Mostly the look — but a couple of things really do go away.

Simpler look
New Outlook has an icon rail and a light toolbar. Classic has the full ribbon, with File in the corner.

Add-ins change
New Outlook only supports web-based add-ins. Older COM add-ins only work in classic Outlook.

PST files
Classic Outlook opens old .pst archive files. New Outlook doesn't support them the same way yet.

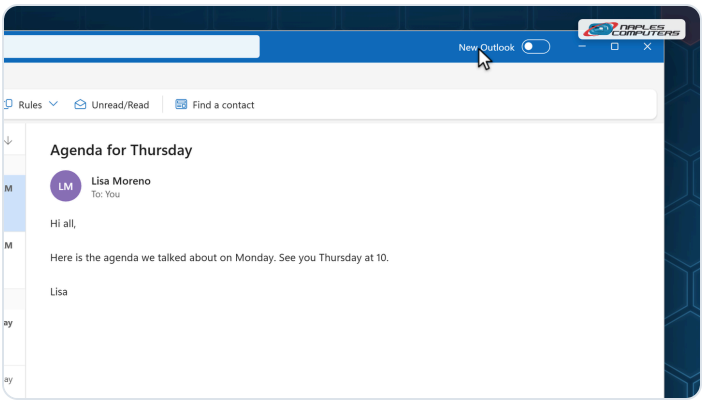
Step by step

CLASSIC OUTLOOK

1 In classic Outlook: find the switch, top right

Here's classic Outlook, with the full ribbon: File, Home, and Send and Receive.

WHAT TO DO
To try the new Outlook, look at the upper right, find the switch, and click it.



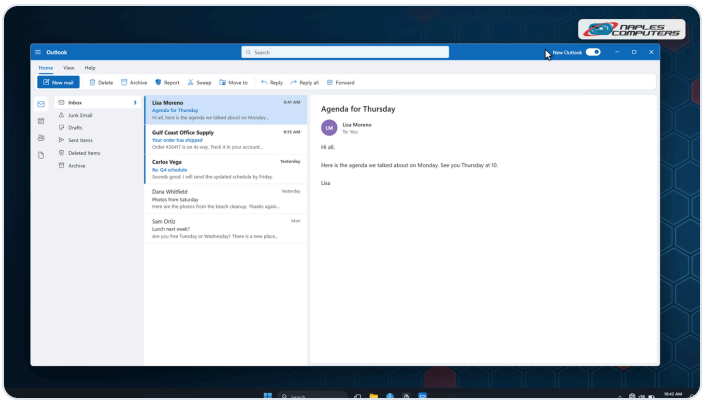
NEW OUTLOOK

2 In the new Outlook: switch back any time

Notice the simpler toolbar, and an icon rail on the left, instead of a full ribbon.

WHAT TO DO

To switch back, look at the upper right again, find the switch, and click it.



Which one should you use?

- [ ] Everyday email and calendar? New Outlook is fine
  It's lighter, and it's where Microsoft is putting new features.
- [ ] Rely on PST files or older add-ins? Stay on classic
  Until those are supported, classic Outlook is the safer choice.
- [ ] Can't decide? Run both
  Microsoft lets you install new and classic Outlook side by side.

Recap: new vs classic

- [ ] Mostly a look change — simpler toolbar, icon rail
- [ ] Watch for: web-only add-ins, no PST support in new Outlook
- [ ] Switch either direction with the toggle, top right
- [ ] Rely on PST files or old add-ins? Stay on classic for now

If you rely on local .pst archive files or older COM add-ins, stay on classic Outlook for now; you can also install new and classic Outlook side by side instead of choosing just one.

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