NAPLES COMPUTERS
239-513-1960

New Outlook vs Classic Outlook

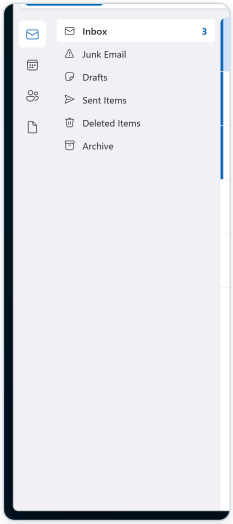
What changed, and how to switch.



We Make I.T. Happen!™

1 Simpler Look

New Outlook has an **icon rail** and a light toolbar, instead of the full ribbon.



2 Add-Ins Change

New Outlook only supports **web-based add-ins**. Older COM add-ins need classic Outlook.



3 PST Files

Classic Outlook still opens old **.pst archive files**. New Outlook doesn't yet.



4 Switch to New Outlook

In classic Outlook, find the switch at the **top right**, and click it.



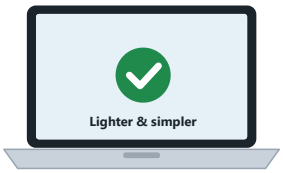
5 Switch Back to Classic

In new Outlook, click the **same switch** to go back. New Outlook closes.



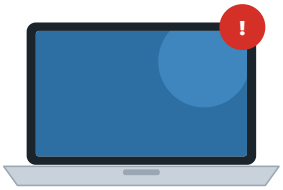
6 Everyday Email? New Is Fine

It's lighter, and it's where Microsoft is adding new features.



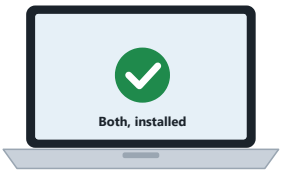
7 Rely on PST or Old Add-Ins?

Stay on **classic Outlook** for now, until those are supported.



8 Can't Decide? Run Both

Microsoft lets you install **new and classic Outlook side by side**.



Good to Know

- Automatic switch happening on its own? You can **turn that off** in classic Outlook's options.
- No toggle? Classic Outlook may **not be installed** — launch it from the Start menu, not new Outlook.
- Not sure which to use for your office? **We can help you decide**: 239-513-1960.

Need Help?

Contact Naples Computers

239-513-1960

We Make I.T. Happen!™