

KNOWLEDGE BASE · PUBLIC DOCUMENT

Where things are in the new Outlook: accounts, settings, rules and offline

E-mail

CODE

RLX-AO-KB-2032

VERSION

v2026.10.16

COUNTRY · LANGUAGE

Angola · English

Interweb Angola

RLX Angola, Lda. · Group RLX Holdings

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<https://www.meu.interweb.ao/knowledgebase/2032>



The short answer: the new Outlook has no File menu. Almost everything is under **Settings**, the gear icon at the top right, organised into Accounts, General, Mail and Calendar. People coming from classic get lost mostly looking for accounts, signatures and rules.

Where to find it

Looking for	In the new Outlook
Accounts (add, remove, password)	Settings > Accounts > Email accounts.
The signature	Settings > Accounts > Signatures . See the signature in the new Outlook .
Rules	Settings > Mail > Rules .
Automatic replies (holidays)	Settings > Accounts > Automatic replies , when the account allows it. On IMAP accounts it may not appear: use the cPanel autoresponder or forwarding instead.
Offline mode	Settings > General > Offline , with what is kept on the computer.
Junk and blocked senders	Settings > Mail > Junk email .

First steps to find your way

1

Open **Settings** from the gear icon and go through the sections once: Accounts, General, Mail, Calendar.

2

Check the account: under Accounts > Email accounts your address should appear. If it has a sync error, it shows there.

3

Add the signature before sending your first e-mail: in the new Outlook it does not come over from classic automatically.

4

Review the rules: classic rules do not always carry over to the new one; recreate the ones you need.

5

Use the Settings search (there is a search box at the top of the Settings window) when you cannot find an option.

Names change with updates. Microsoft updates the new Outlook often and moves options around. If a path in this article does not match, use the Settings search.

Automatic replies on one of our accounts: if the new Outlook does not offer them, set them up in cPanel or webmail: they work on the server side, even with the computer switched off.

Cannot find an option in the new Outlook? Tell us what you are looking for.

[Open a support ticket](#)

SEE ALSO

[Your e-mail signature in the new Outlook: creating it and choosing when it appears](#)

[Classic Outlook or the new Outlook: what changes, and which one to use](#)

[Moving from the classic Outlook to the new one: what comes with you and what does not](#)

[How to set up your e-mail in the new Outlook for Windows](#)

[Adding a signature to your e-mails: webmail, computer and phone](#)

[How to access your webmail](#)



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