

Organize your Inbox

Switch between **Focused** and **Other** inbox view.*

Find and perform actions with **Tell Me**.

Quickly find messages with **Search**.

See only your Unread mail.

Arrange mail by Date, From, Categories, Flags, Subject and more...

Turn on **Focused Inbox** to see mail that matters most to you.

Group messages by conversation. Messages are grouped by subject.

The screenshot shows the Outlook Mail interface with the 'Focused' tab selected. A search bar is at the top, and a list of emails is displayed below. A context menu is open over the list, showing options like 'All Mail', 'Unread Mail', 'Mentioned Mail', 'Arrange By', 'Reverse Sort', 'Show as Conversations', 'Show in Groups', and 'Show Focused Inbox'. Callout boxes with blue lines point to these features and explain their functions.

*Focused inbox is only available with an Exchange, Outlook.com, or Office 365 account.

Flag messages to set a reminder

Select by a message to add it to your to-do list.

To set a reminder, right-click and select **Add Reminder...** Then choose a date and time.

The screenshot shows a right-click context menu for a message. The 'Add Reminder...' option is highlighted, and a sub-menu is open showing various reminder options: Today, Tomorrow, This Week, Next Week, No Date, Custom..., Add Reminder..., Mark Complete, Clear Flag, and Set Quick Click... A callout box explains how to use the flag icon and the 'Add Reminder...' option.

Train your Focused Inbox

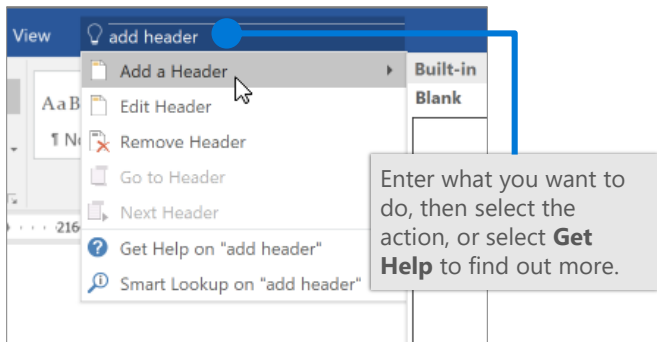
Select the **Focused** or **Other** tab and right-click the message you want to move.

From **Focused**, choose **Move to Other** or **Always Move to Other**.

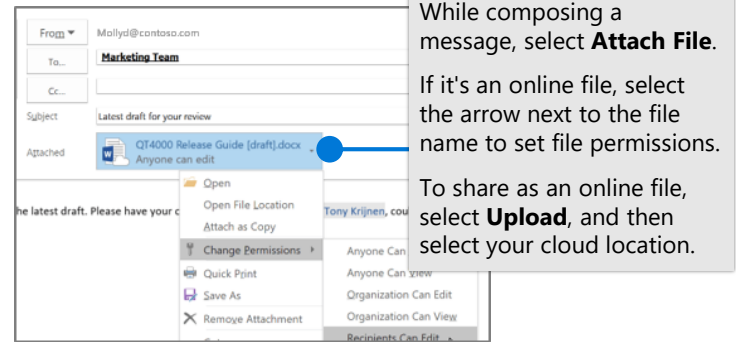
The screenshot shows a right-click context menu for a message. The 'Move' option is highlighted, and a sub-menu is open showing options like 'Move', 'OneNote', 'Move to Focused', 'Always Move to Focused', 'Ignore', and 'Junk'. A callout box explains how to use the 'Move' option to train the Focused Inbox.

Cheat sheet - Outlook Mail Windows

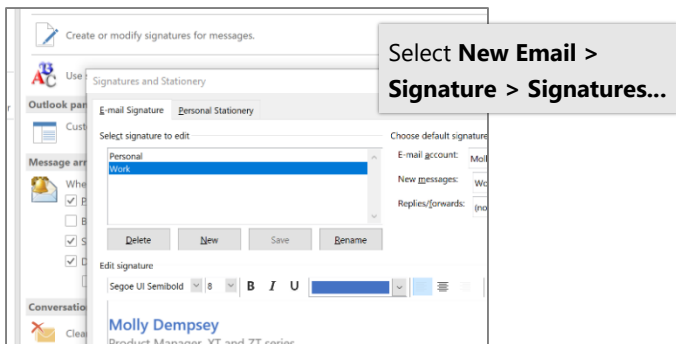
Find & perform actions with Tell Me



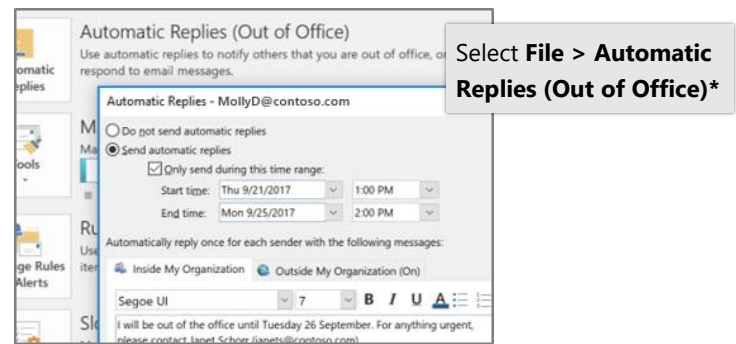
Attach a link to share a file



Create a signature



Set an Out of Office notification



*Automatic Replies is only available with an Exchange, Outlook.com, or Office 365 account.

Keyboard shortcuts

Go to Calendar	Ctrl + 2	Flag for followup	Ctrl + Shift + G
Go to Mail	Ctrl + 1	Insert file	Alt + N A, F
Reply	Ctrl + R	Search	Ctrl + E
Reply All	Ctrl + Shift + R	Send/Receive	F9

See keyboard shortcuts for Outlook at: <https://go.microsoft.com/fwlink/?linkid=864503>

More info

Outlook Training,
<https://go.microsoft.com/fwlink/?linkid=864509>
Differences between desktop, online, and mobile,
<https://go.microsoft.com/fwlink/?linkid=864504>

Outlook Quick Start Guide,
<https://go.microsoft.com/fwlink/?linkid=864510>
Differences between Windows and Mac version of Outlook,
<https://go.microsoft.com/fwlink/?linkid=864506>

Organize your Inbox

Switch between **Focused** and **Other** inbox.

Filter, sort, and turn on **Conversations** and **Focused Inbox**.

See only your **Unread** messages.

Show only messages you are @mentioned in.

Sort mail by **Date, From, Size, Importance, and Subject**.

Flag messages

Set a flag for the message.

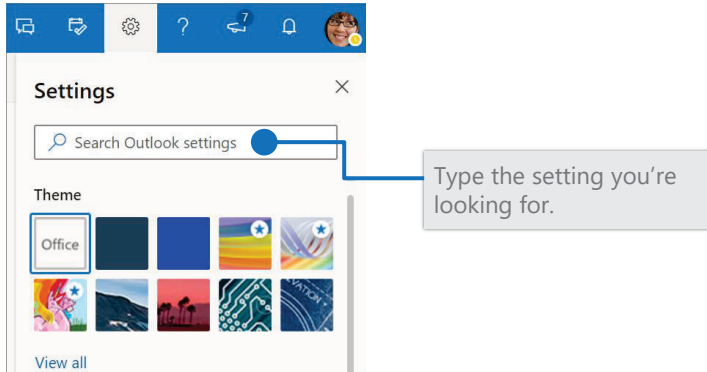
Pin message to top of the inbox or folder.

Train your Focused Inbox

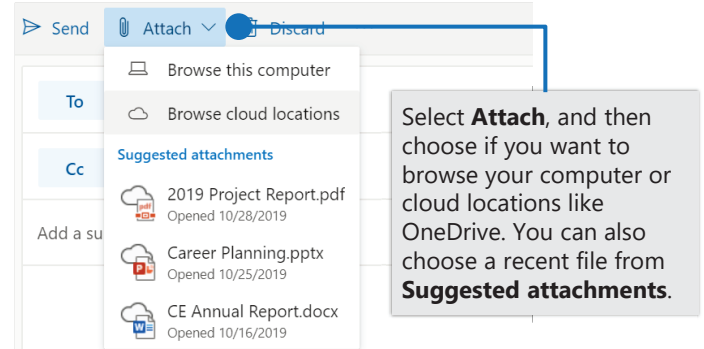
Switch between the **Focused** or **Other** inbox, select the message you want to move, and then select **Move to**.

For instance, from **Other**, choose **Move to Focused** or **Always Move to Focused**.

Find the settings you want to change with Search

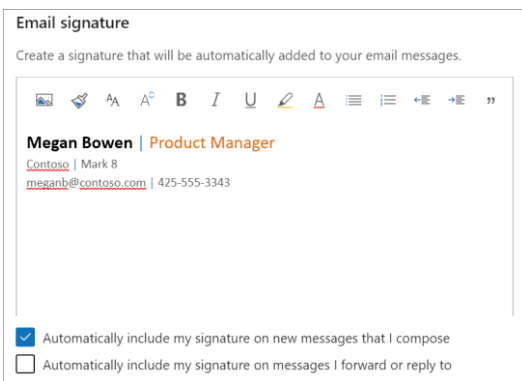


Upload a file and attach a link to a message



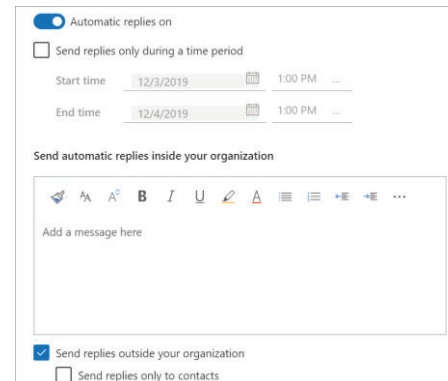
Create a signature

Select > **View all Outlook settings** > **Mail** > **Compose and reply**

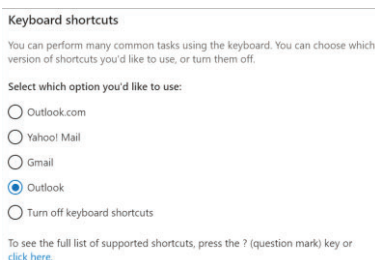


Set an Out of Office notification

Select > **View all Outlook settings** > **Mail** > **Automatic replies**



Choose your keyboard shortcuts



Select > **View all Outlook settings** > **General** > **Accessibility**, and choose which version of shortcuts to use

Outlook shortcuts include:

New message	Ctrl + N
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + Shift + F
Previous/Next	Up/Down keys

More Keyboard Shortcuts:
<https://go.microsoft.com/fwlink/?linkid=2025075>

More info

Outlook on the web Help,
<https://go.microsoft.com/fwlink/?linkid=864505>

Differences between desktop, online, and mobile,
<https://go.microsoft.com/fwlink/?linkid=864504>