

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 context menu for a message with a flag icon. The menu items include '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 'Add Reminder...' option.

Train your Focused Inbox

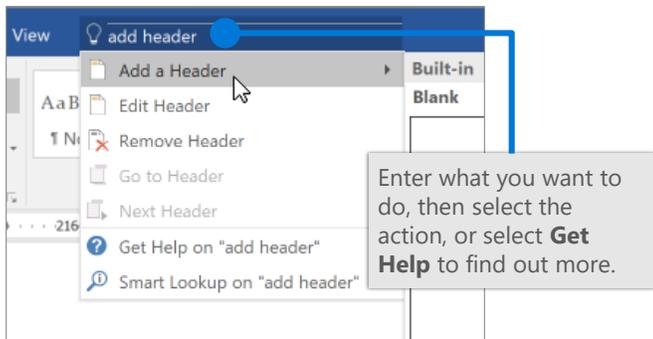
Select the **Focused** or **Other** tab and right-click the message you want to move.

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

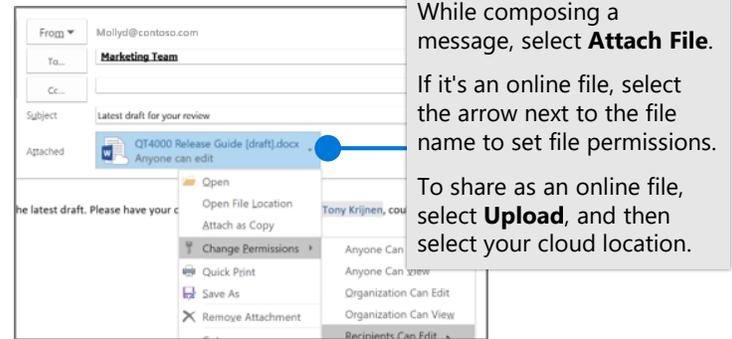
The screenshot shows a context menu for a message with options like 'Move', 'OneNote', 'Move to Focused', 'Always Move to Focused', 'Ignore', and 'Junk'. A callout box explains how to use the 'Always Move to Focused' option to train the Focused Inbox.

Cheat sheet - Outlook Mail Windows

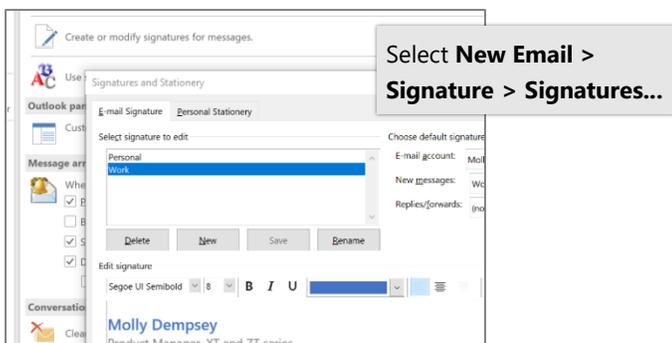
Find & perform actions with Tell Me



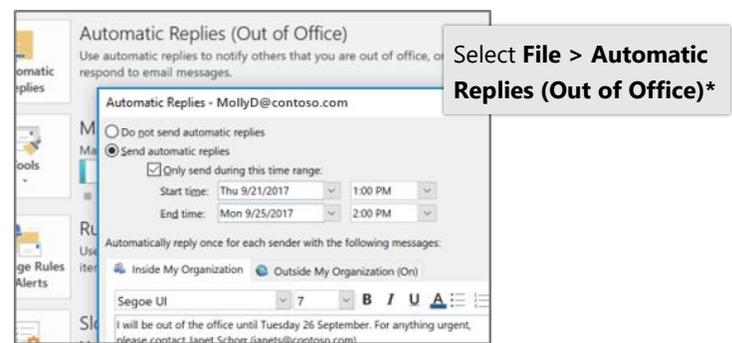
Attach a link to share a file



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>