

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, Category, 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.

Flag messages to set a reminder

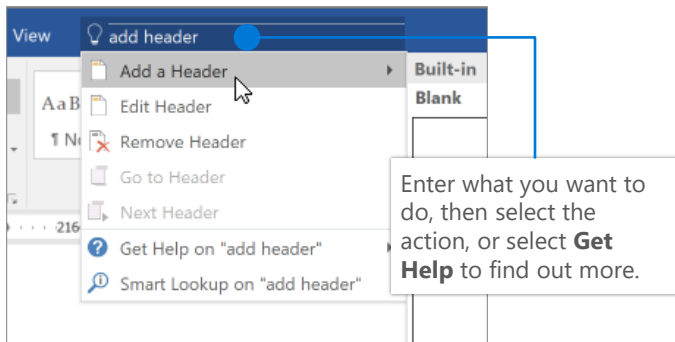
Select **▶** next to a message to set a reminder. Right-click **▶** to choose a date for the reminder.

Train your Focused Inbox

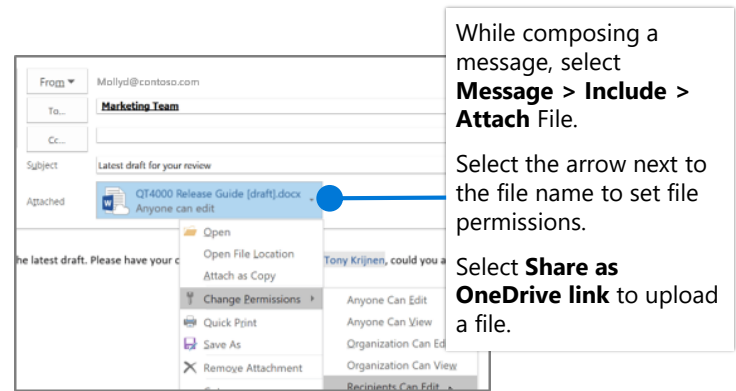
Select the **Focused** or **Other** tab and right-click the message you want to move.

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

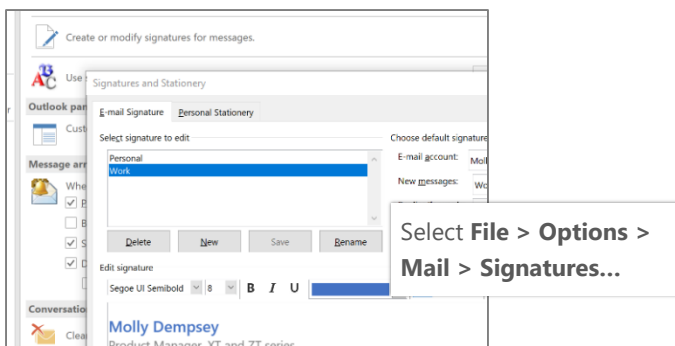
Find and perform actions with Tell Me



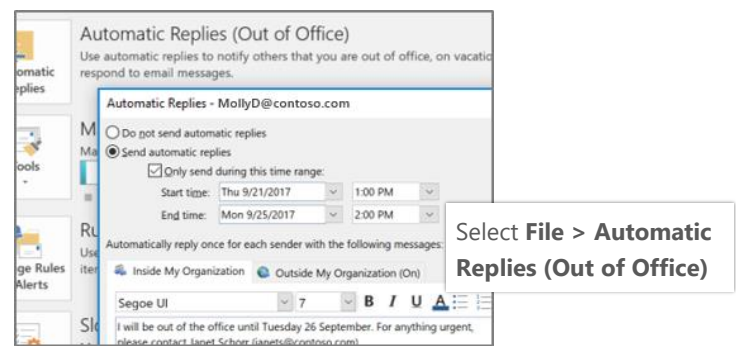
Attach a link to share a file



Create a signature



Set an Out of Office notification



Keyboard shortcuts

Go to Calendar	Ctrl + 2	Flag for followup	Ctrl + Shift + G
Go to Mail	Ctrl + 1	Insert file	Alt+N A, F
Switch to Inbox	Ctrl + Shift = 1	Previous/Next	Up/Down keys
Switch to Outbox	Ctrl + Shift + 0	Move to folder	Alt+H, M,V, select folder
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>