

Organize your Inbox

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

Sort and group messages. Turn on **Conversations** and **Focused Inbox**.

Set a Reminder on a message.

Tag messages with categories.

See only your **Unread** messages.

Group messages by conversation. Messages are grouped by subject.

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

Find specific messages

Enter a word or words to search for in the **Search** box. Select a keyword or press Enter.

from "q3 budget"
to "q3 budget"
subject "q3 budget"
received "q3 budget"
category "q3 budget"

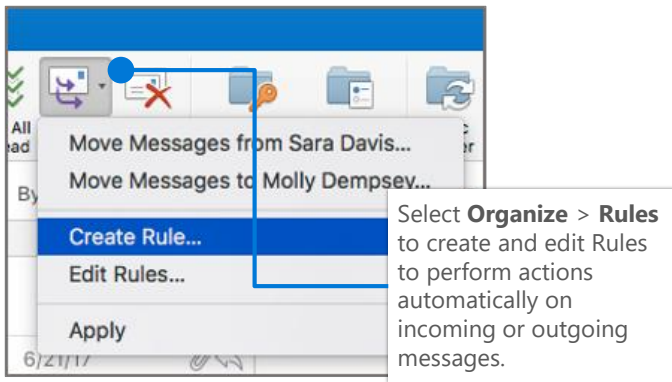
To close the Search results, select **Close Search**.

Train your Focused Inbox

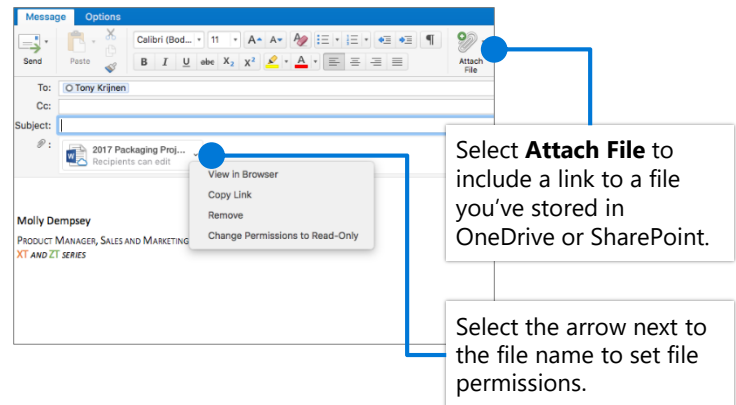
Select the **Focused** or **Other** tab, and then right-click the message you want to move.

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

Automate actions with Rules

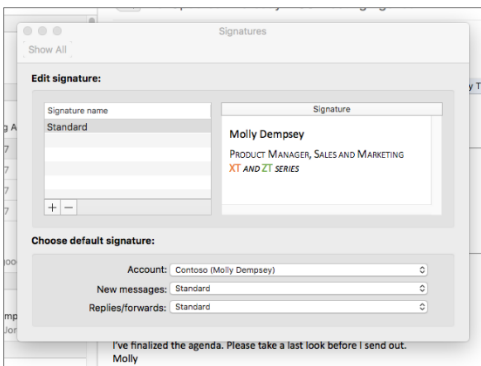


Attach a link to a file in a message



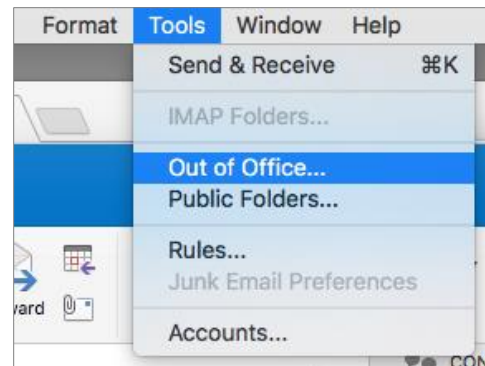
Create a signature

Select **Outlook > Preferences... > Signatures**.



Set an Out of Office notification

Select **Tools > Out of Office...**



Keyboard shortcuts

Go to Calendar	⌘+2	Attach file to message	⌘+E
Go to Mail	⌘+1	Previous/next message	Up / Down keys
Reply	⌘+R	Move to folder	⌘+Shift+M
Reply All	⌘+Shift+R	Search current folder	⌘+Option+F
Flag for follow up	⌘+=	Send/Receive	⌘+K

More keyboard shortcuts: <https://go.microsoft.com/fwlink/?linkid=864503>

More info

Outlook for Web Help,
<https://go.microsoft.com/fwlink/?linkid=864505>

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