

Organize your Inbox

Office 365 Outlook

Search Mail and People

New | Delete | Archive | Junk

Folders

- Inbox 16
- Drafts 11
- In process
- Requested
- Beta Session Complete
- RSS Feeds
- More

Groups

- Healthcare Team

Focused Other Filter

Next: Carpool

Filter

- All
- Unread
- To me
- Flagged
- Mentions

Sort by

Show as

Show Focused Inbox

Group messages by conversation. Messages are grouped by subject.

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

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

See only your **Unread** messages.

Sort mail by **Date, From, Subject, Attachments**, and more....

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

Flag messages

Set a reminder. Right-click to choose a date.

Pin message to top of inbox.

Tony Krijnen; Sara Davis

Updated Thursday WSC Meeting Agenda Mon 12:29 PM

Hey Molly, I fixed a typo. It's good to go. Tony _____

Train your Focused Inbox

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

Flag

Mark as junk

Ignore

Move to Focused inbox

Always move to Focused inbox

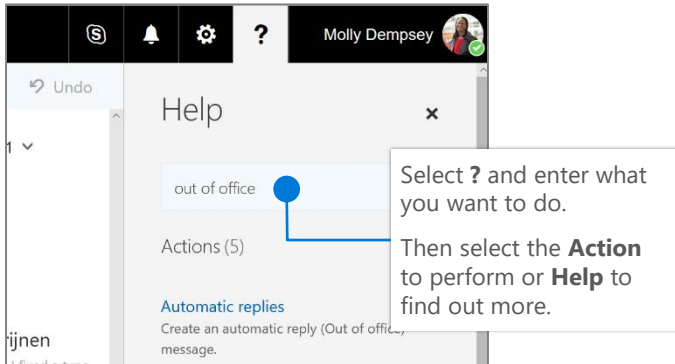
Move

Categorize

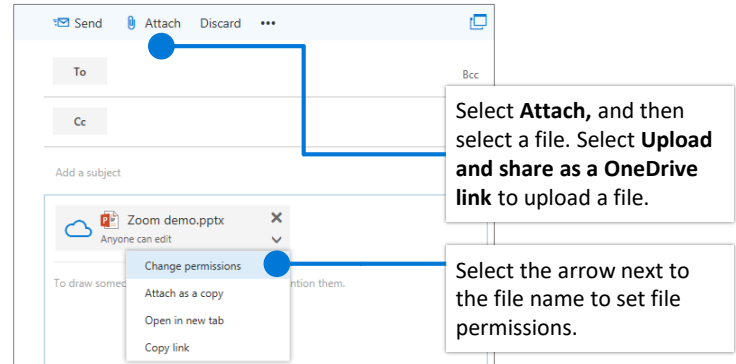
Create rule...

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

Find and perform actions with Tell Me

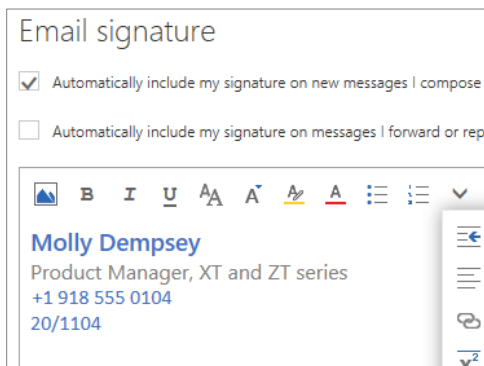


Upload a file and attach a link to a message



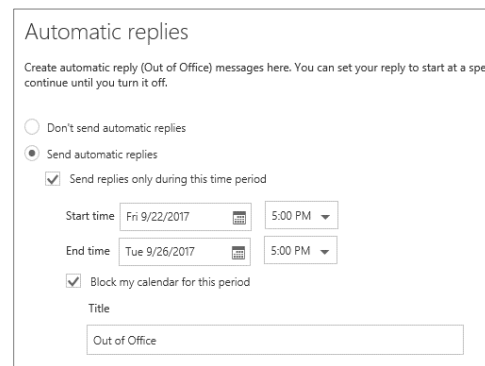
Create a signature

Select > **Mail** > **Layout** > **Email signature**

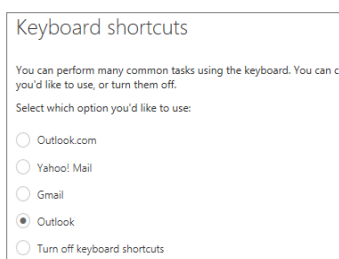


Set an Out of Office notification

Select > **Automatic replies**



Choose your keyboard shortcuts



Select > **General** > **Keyboard shortcuts**, 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 + F
Previous/Next	Up/Down keys

More Keyboard Shortcut:

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

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>