Outlook on the web Mail

Organize your Inbox

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.

Group messages by conversation. Messages are grouped by subject.

Flag messages

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

Pin message to top of inbox.

Train your Focused Inbox

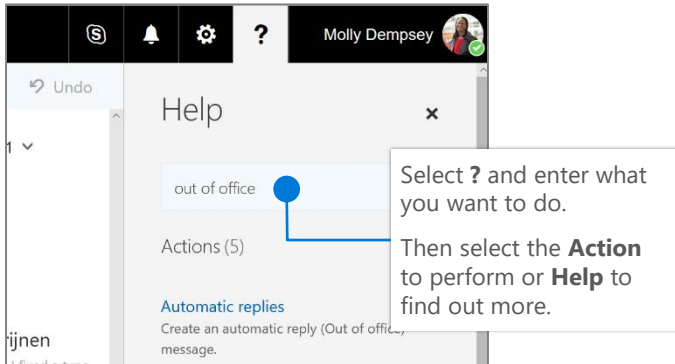Select the **Focused** or **Other** tab, and then right-click the message you want to move.
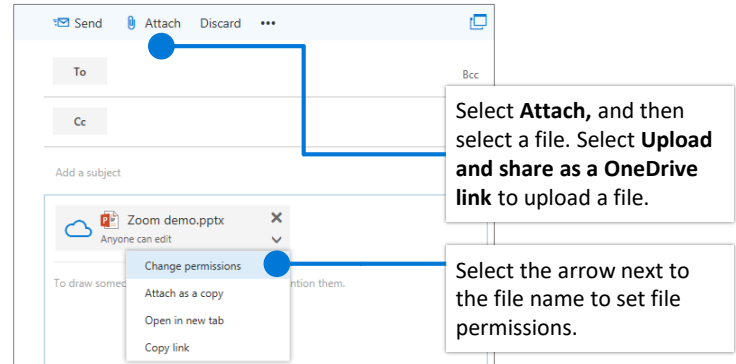
For instance, from **Other**, choose **Move to Focused** or **Always Move to Focused**.

Find and perform actions with Tell Me

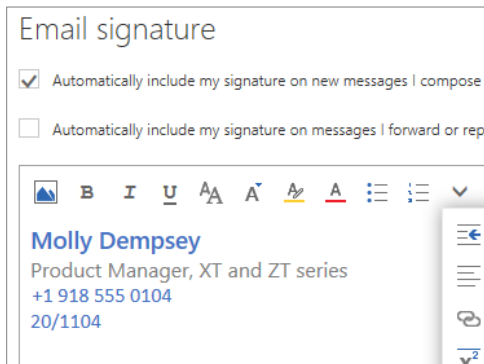Select **?** and enter what you want to do.

Then select the **Action** to perform or **Help** to find out more.

Upload a file and attach a link to a message

Select **Attach,** and then select a file. Select **Upload and share as a OneDrive link** to upload a file.

Select the arrow next to the file name to set file permissions.

Create a signature

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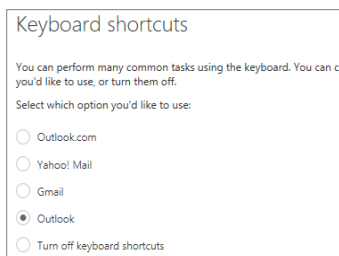

Set an Out of Office notification

Select ⚙ > **Automatic replies**
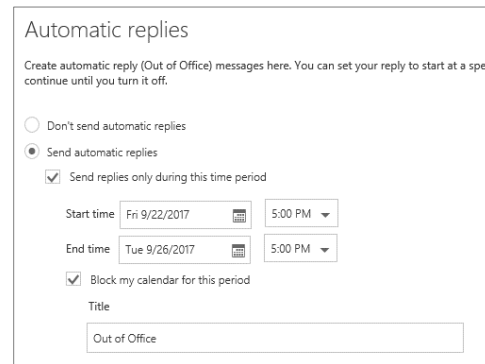
Choose your keyboard shortcuts

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 Shortcuts,
https://aka.ms/OutlookWebKeyboardShortcuts

More info

Outlook on the Web Help,
https://aka.ms/OutlookWebHelp

Differences between desktop, online, and mobile,
https://aka.ms/CompareOutlook2016