

## Organize your Inbox

The screenshot shows the Outlook Mail interface with an inbox and a context menu open over a message. Callouts point to various features:

- Switch between **Focused** and **Other** inbox view.** (Points to the 'Focused' and 'Other' tabs)
- Find and perform actions with **Tell Me**.** (Points to the 'Tell me what you want to do' search bar)
- Quickly find messages with **Search**.** (Points to the search bar)
- See only your Unread mail.** (Points to 'Unread Mail' in the context menu)
- Arrange mail by Date, From, Category, Flags, Subject and more....** (Points to 'Arrange By' in the context menu)
- Turn on **Focused Inbox** to see mail that matters most to you.** (Points to 'Show Focused Inbox' in the context menu)
- Group messages by conversation. Messages are grouped by subject.** (Points to 'Show as Conversations' in the context menu)

## Flag messages to set a reminder

The screenshot shows a context menu for flagging a message. A callout explains:

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

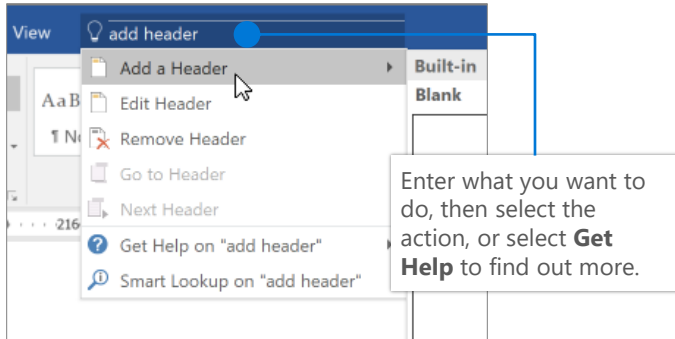
## Train your Focused Inbox

The screenshot shows a context menu for moving a message. A callout explains:

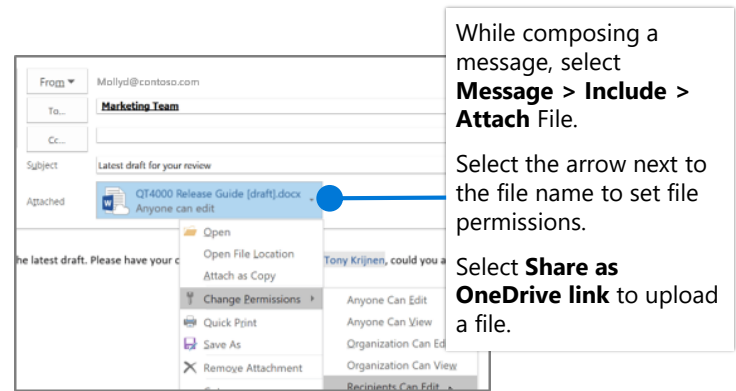
Select the **Focused** or **Other** tab and right-click the message you want to move.

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

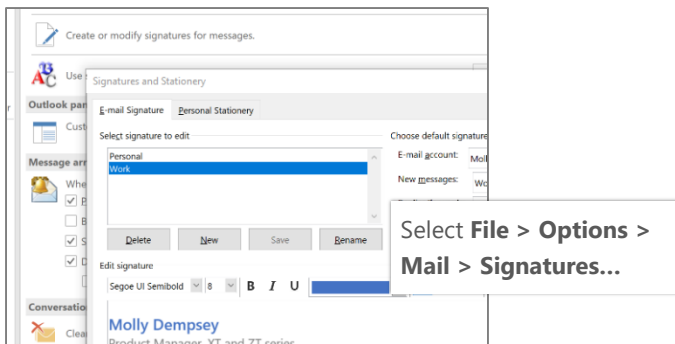
## Find and perform actions with Tell Me



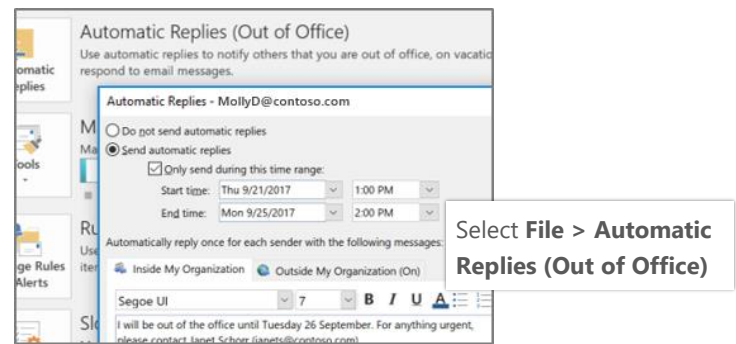
## Attach a link to share a file



## Create a signature



## Set your 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://aka.ms/OutlookKeyboardShortcuts>

## More info

Outlook Training, <https://aka.ms/OutlookVideoTraining>

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

Outlook Quick Start Guide, <https://aka.ms/OutlookQuickStartGuide>

Differences between Windows and Mac version of Outlook, <https://aka.ms/CompareOutlookWinMac>