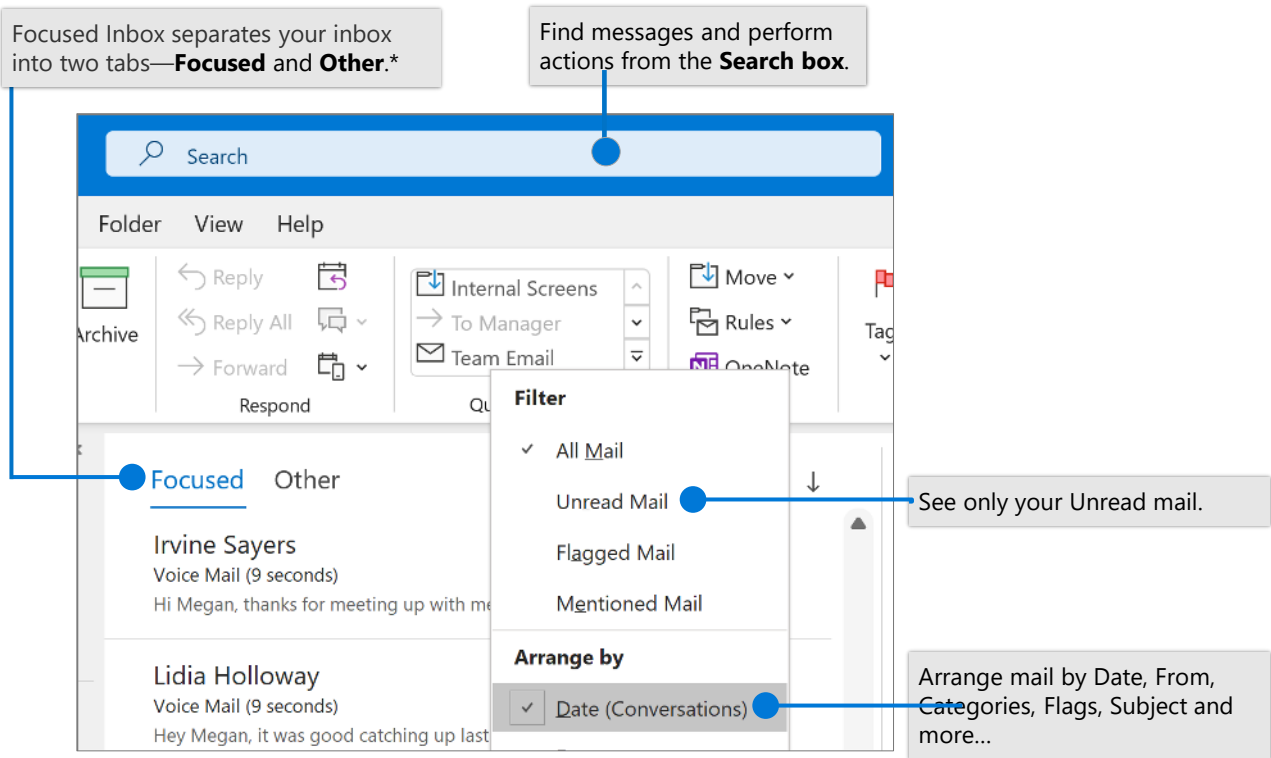


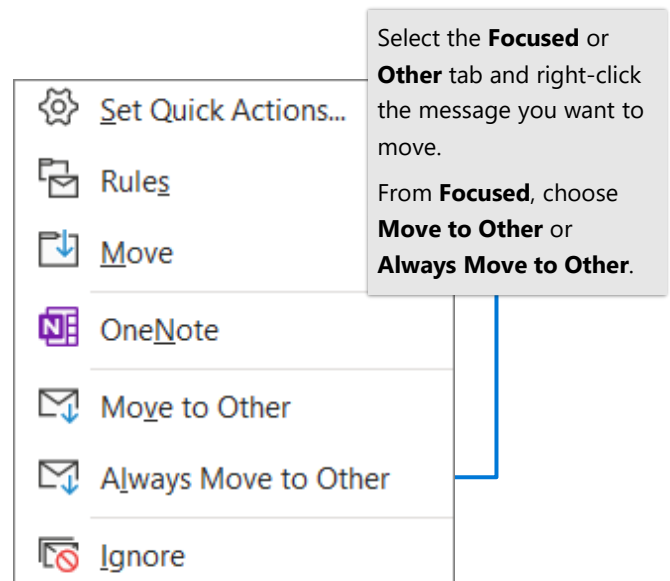
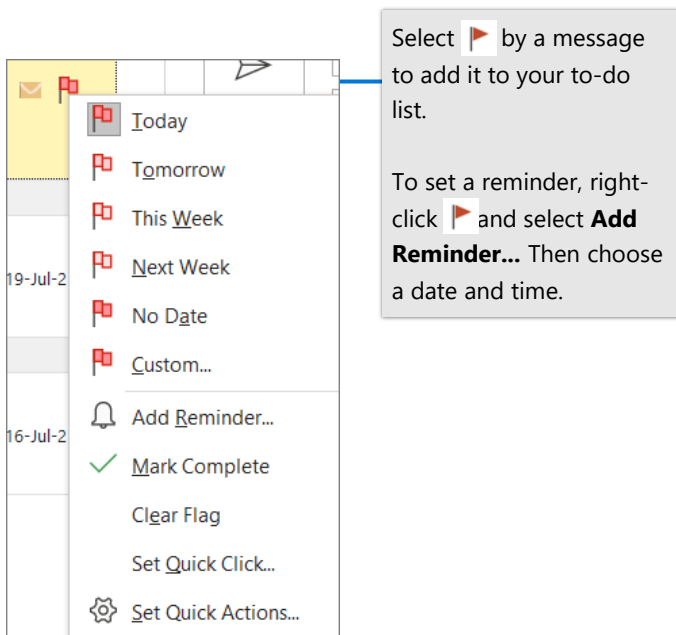
Organize your Inbox



*Focused inbox is only available with an Exchange, Outlook.com, or Microsoft 365 account.

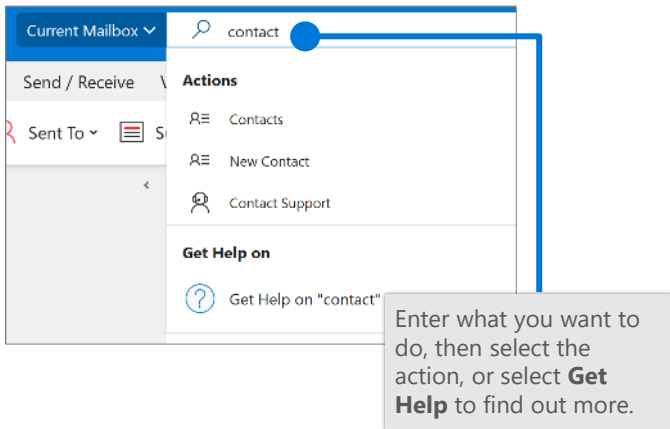
Flag messages to set a reminder

Train your Focused Inbox

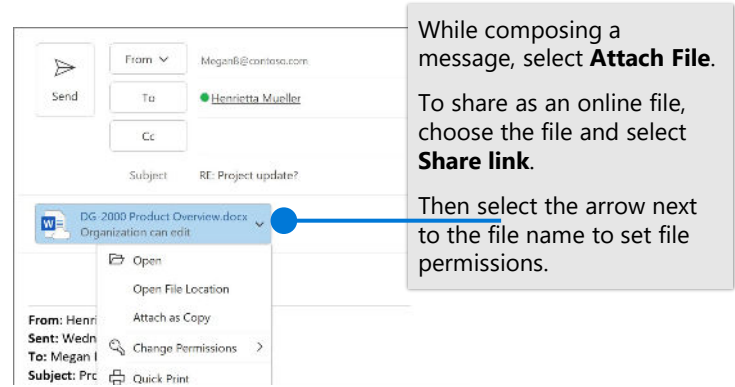


Cheat Sheet - Outlook Mail Windows

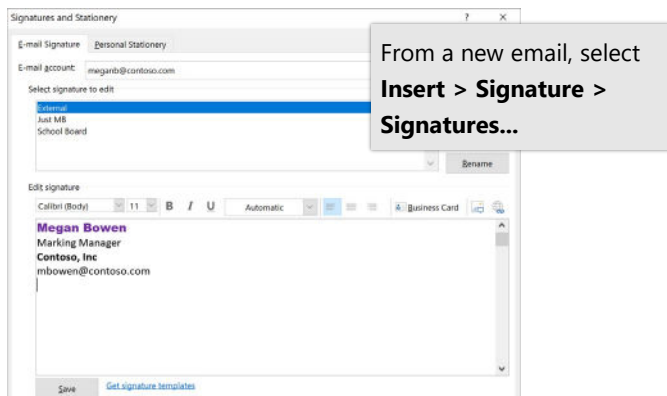
Find & perform actions from the Search box



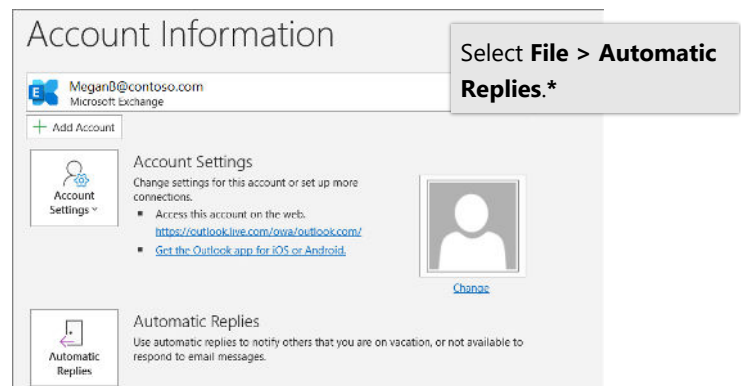
Attach a link to share a file



Create a signature



Set an Out of Office notification



*Automatic Replies is only available with an Exchange, Outlook.com, or Microsoft 365 accounts.

Keyboard shortcuts

Go to Calendar	Ctrl + 2	Flag for followup	Ctrl + Shift + G
Go to Mail	Ctrl + 1	Insert file	Alt + N A, F
Reply	Ctrl + R	Search	Ctrl + E or Alt + Q
Reply All	Ctrl + Shift + R	Send/Receive	Shift + 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>