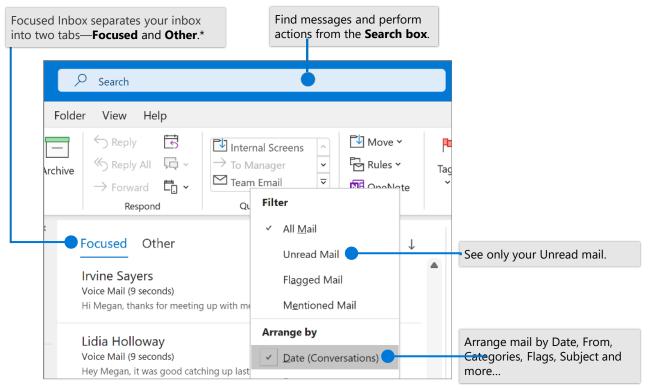
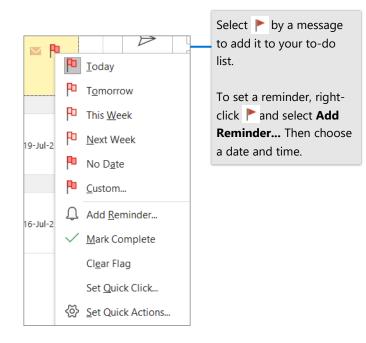
Organize your Inbox

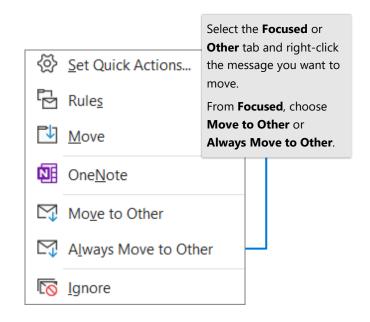


*Focused inbox is only available with an Exchange, Outlook.com, or Microsoft 365 account.

Flag messages to set a reminder

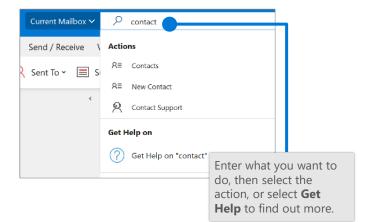


Train your Focused Inbox

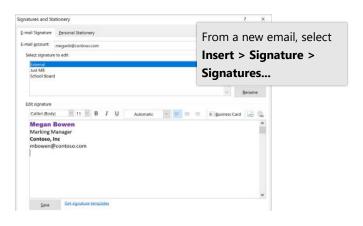


Cheat Sheet - Outlook Mail Windows

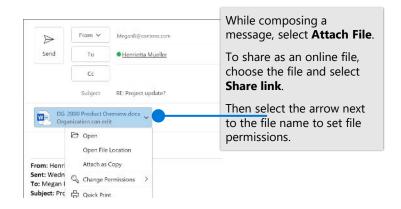
Find & perform actions from the Search box



Create a signature



Attach a link to share a file



Set an Out of Office notification

MeganB@contoso.com Microsoft Exchange		Select File > Automatic Replies.*	
+ Add Account	Account Settings Change settings for this account or set up more connections. Access this account on the web. https://cutlook.luve.com/owa/outlook.com/ Get the Outlook.app for iOS or Android.	Chanaz	
Automatic Replies	Automatic Replies Use automatic replies to notify others that you are on vacation, or not available to respond to email messages.		

*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,	Outlook Quick Start Guide,
https://go.microsoft.com/fwlink/?linkid=864509	https://go.microsoft.com/fwlink/?linkid=864510
Differences between desktop, online, and mobile,	Differences between Windows and Mac version of Outlook,
https://go.microsoft.com/fwlink/?linkid=864504	https://go.microsoft.com/fwlink/?linkid=864506