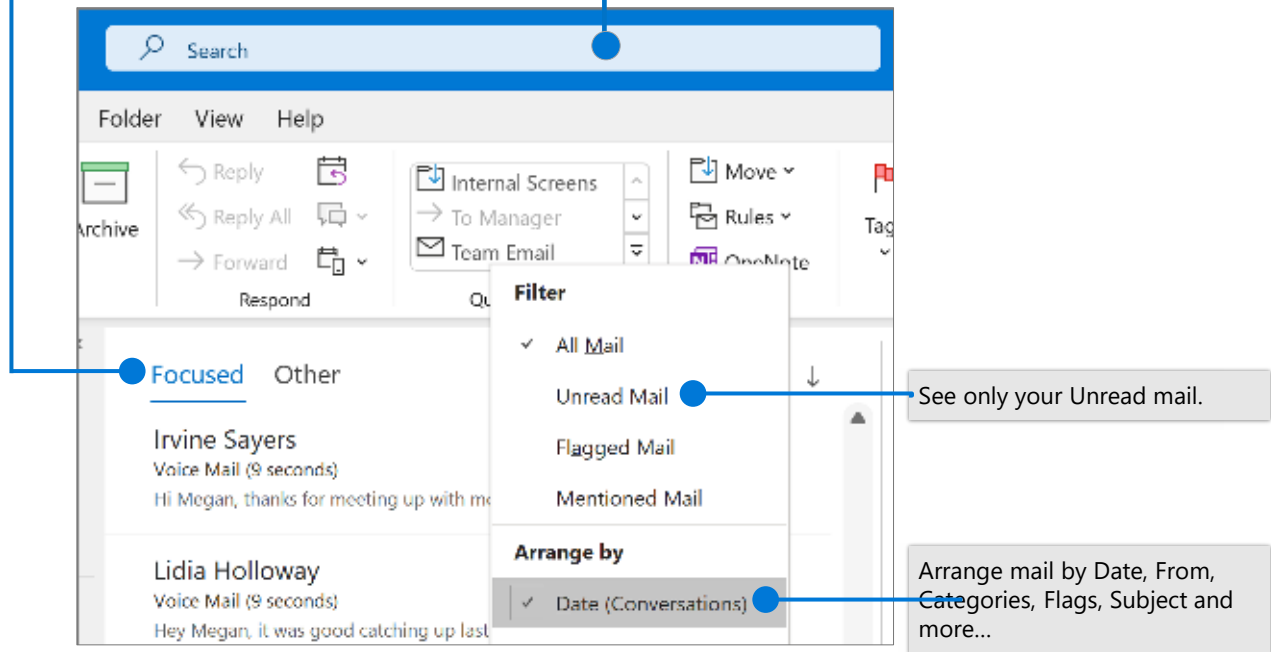


## Organize your Inbox

Focused Inbox separates your inbox into two tabs—**Focused** and **Other**.\*

Find messages and perform actions from the **Search box**.



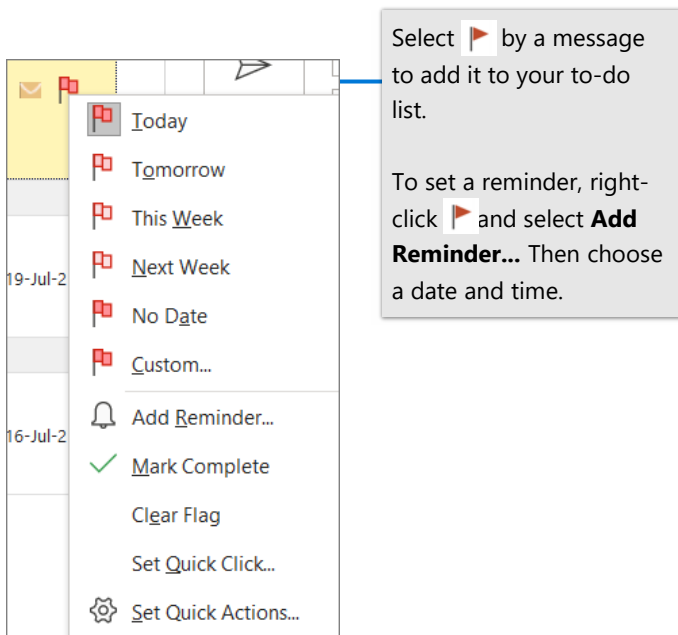
See only your Unread mail.

Arrange mail by Date, From, Categories, Flags, Subject and more...

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

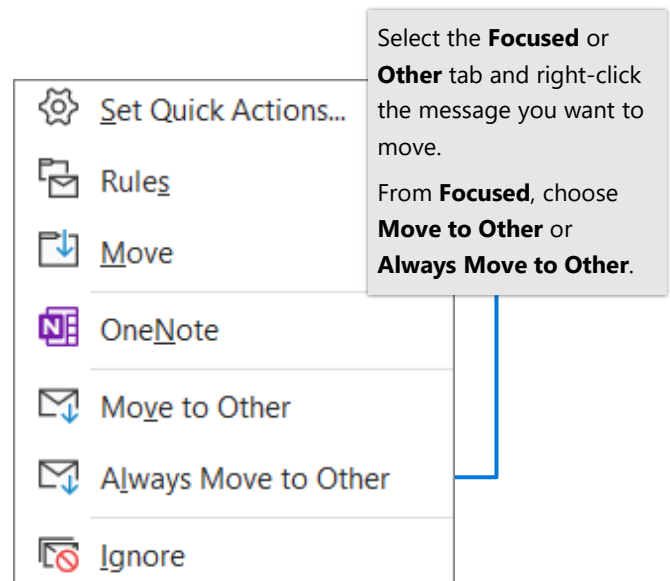
## Flag messages to set a reminder

## Train your Focused Inbox



Select by a message to add it to your to-do list.

To set a reminder, right-click and select **Add Reminder...** Then choose a date and time.

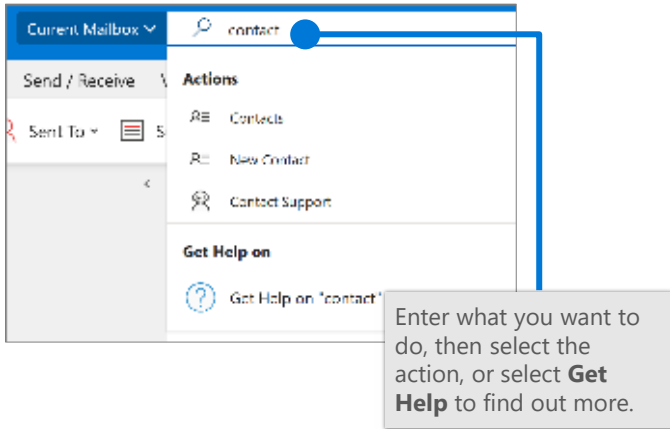


Select the **Focused** or **Other** tab and right-click the message you want to move.

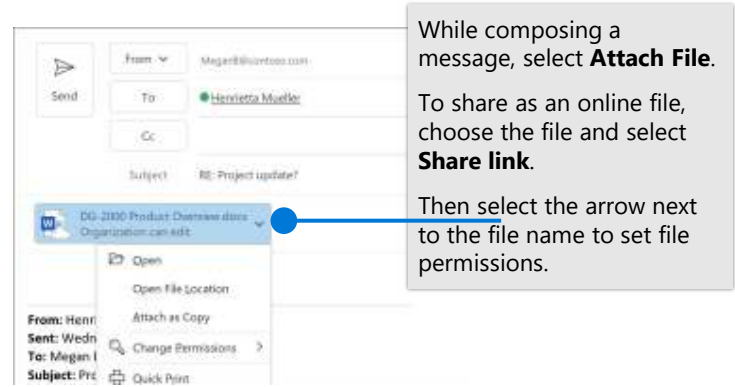
From **Focused**, choose **Move to Other** or **Always Move to Other**.

# Cheat Sheet - Outlook Mail Windows

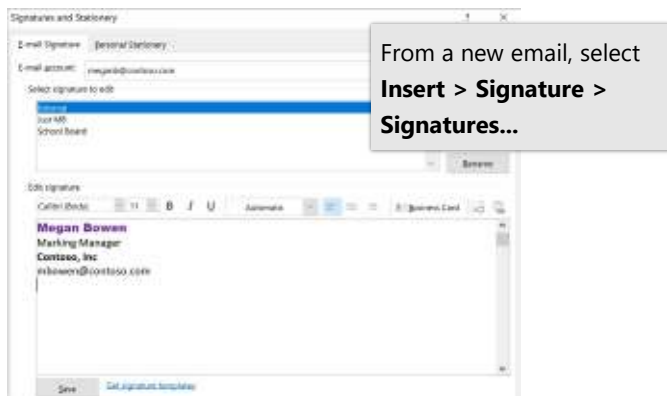
## Find & perform actions from the Search box



## 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>