

Organize your Inbox

Switch between **Focused** and **Other** inbox.

Filter, sort, and turn on **Conversations** and **Focused Inbox**.

See only your **Unread** messages.

Show only messages you are @mentioned in.

Sort mail by **Date**, **From**, **Size**, **Importance**, and **Subject**.

Flag messages

Set a flag for the message.

Pin message to top of the inbox or folder.

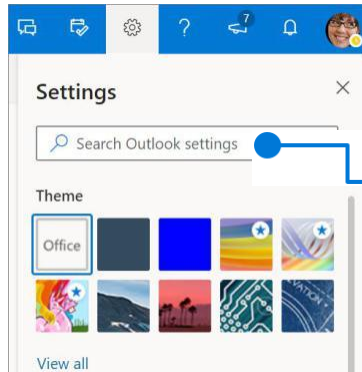
Train your Focused Inbox

Switch between the **Focused** or **Other** inbox, select the message you want to move, and then select **Move to**.

For instance, from **Other**, choose **Move to Focused** or **Always Move to Focused**.

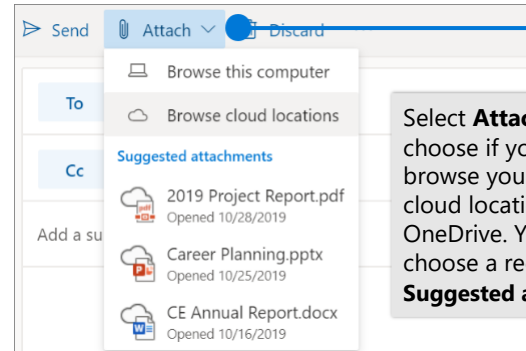
Cheat sheet - Outlook on the web Mail

Find the settings you want to change with Search



Type the setting you're looking for.

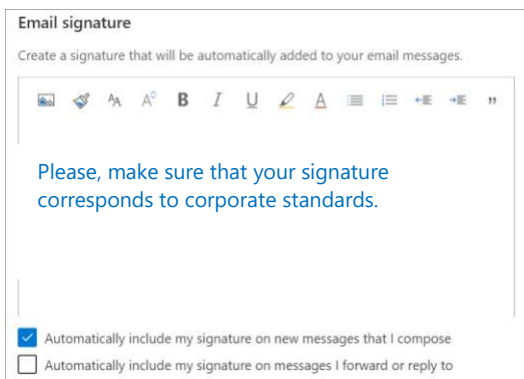
Upload a file and attach a link to a message




Select **Attach**, and then choose if you want to browse your computer or cloud locations like OneDrive. You can also choose a recent file from **Suggested attachments**.

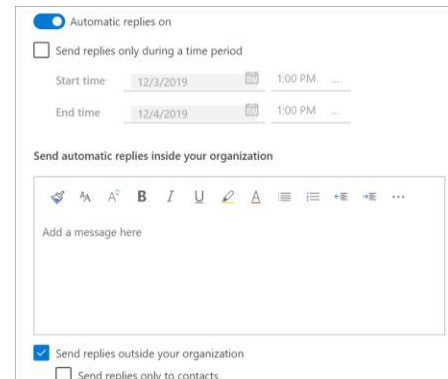
Create a signature

Select  > **View all Outlook settings** > **Mail** > **Compose and reply**




Set an Out of Office notification

Select  > **View all Outlook settings** > **Mail** > **Automatic replies**



Choose your keyboard shortcuts



Select  > **View all Outlook settings** > **General** > **Accessibility**, 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 + Shift + F |
| Previous/Next | Up/Down keys |

More Keyboard Shortcuts:

<https://go.microsoft.com/fwlink/?linkid=2025075>

More info

Outlook on the web Help,
<https://go.microsoft.com/fwlink/?linkid=864505>

Differences between desktop, online, and mobile,
<https://go.microsoft.com/fwlink/?linkid=864504>