|  |  |
| --- | --- |
| Focused Inbox The focused Inbox separates important and less important emails into two tabs called Focused and Other. The choice is made by Outlook reviewing your pattern of viewing and responding to certain emails.   * cid:image001.png@01D3B494.9A049F30When you open Outlook the default view shows the Focused and Other inbox  Moving files between the Inboxes  * Right click over an email and select (Always) Move to Other or (Always) Move to Focused as required.  cid:image004.png@01D3B494.9A049F30Switch the Focused Inbox on and off  * Click the View Tab * Click the Show Focused Inbox icon  Conversation View You can now group emails that are part of a long train into one group for ease of access   * Click View Tab > click Conversation View * Choose the relevant option * Grouped messaged are shown with a small arrow in front of them which can be expanded to show all the original emails | Attachments With the company use of OneDrive, the sending of attachments can be dramatically reduced as a link to a document can easily be sent instead and all users can update/review one document. This will also make it easier for version control. Outlook also makes it easier to find recently accessed files as it lists them all within the attach file drop down.  Within Outlook create a new message   * cid:image001.png@01D3B498.6D7FD840Click Attach File and select the file from the drop-down list or browse for the file * cid:image002.png@01D3B498.6D7FD840Click on the file and select the option from the dialog box  Changing a link to an attachment  * Right click the file name and select Attach as Copycid:image003.png@01D3B498.6D7FD840  Changing an attachment to a link  * cid:image004.png@01D3B498.6D7FD840Right click the file name and select Upload |