

## 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.

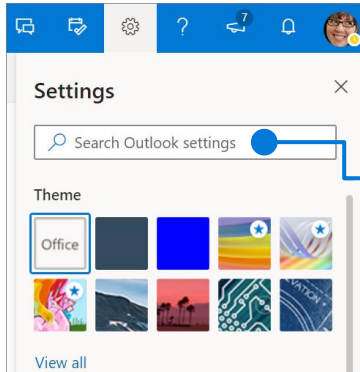
Pin message to top of the inbox or folder.

## Train your Focused Inbox

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

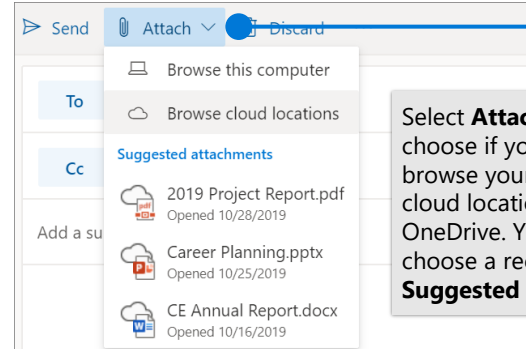
For instance, from **Other**, choose **Move to Focused** or **Always Move to Focused**.

## Find the settings you want to change with Search



Type the setting you're looking for.

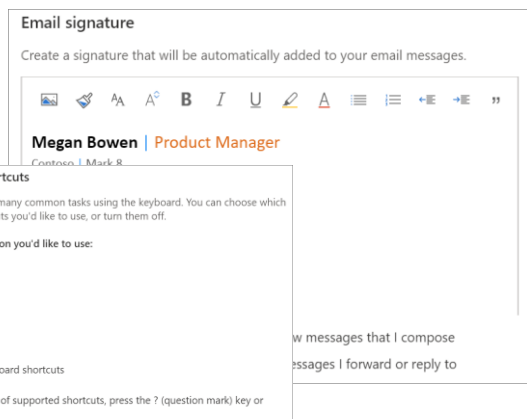
## Upload a file and attach a link to a message



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

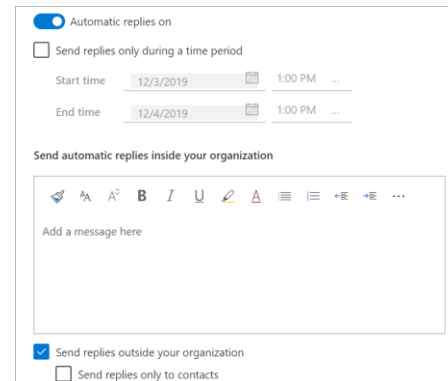
Select > **View all Outlook settings** > **Mail** > **Compose and reply**



Messages that I compose  
Messages I forward or reply to

## 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>