



Outlook Web

User Cheat Sheet

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.

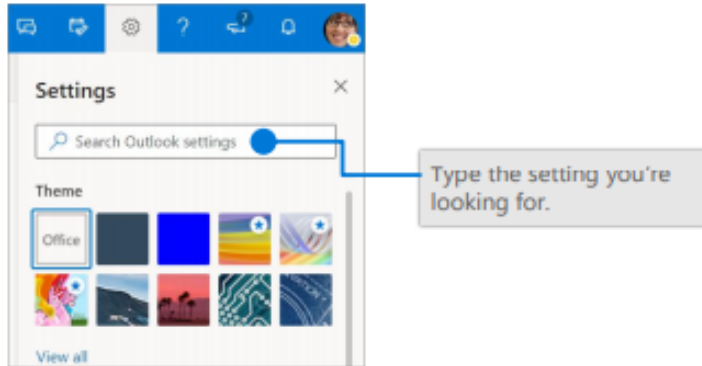
Pin message to top of the inbox or folder.

Train your Focused Inbox

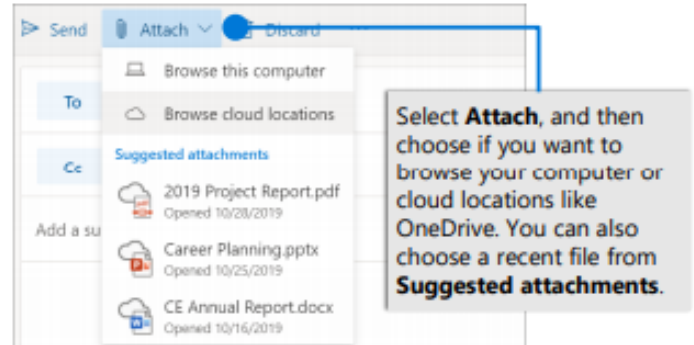
Switch between the **Focused** or **Other** inbox, select the message you want to move, and then select **Move to**.

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

Find the settings you want to change with Search

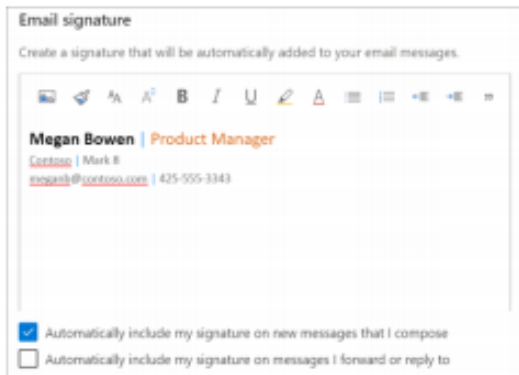


Upload a file and attach a link to a message



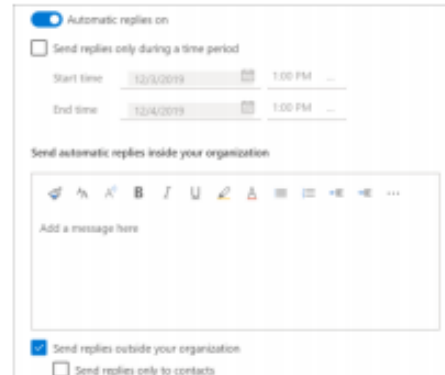
Create a signature

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

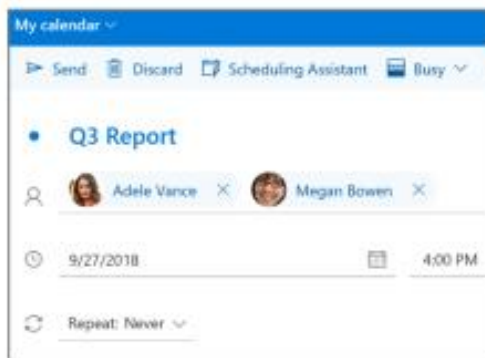
Outlook on the web Help,
<https://go.microsoft.com/fwlink/?linkid=864505>

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

Schedule meetings and track responses

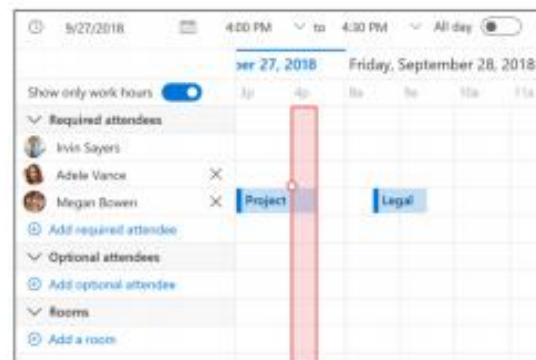
Step 1 – Schedule a meeting

Select **New event**, and then enter attendee names in the **Invite attendees** box.



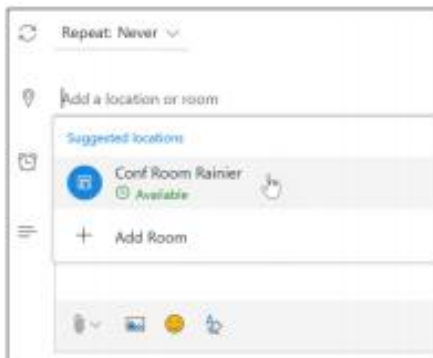
Step 2 – Get free/busy times for attendees

Select **Scheduling Assistant** to see free/busy times.



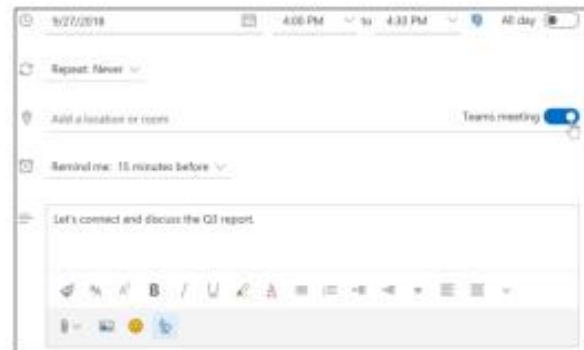
Step 3 – Add a room

In **Scheduling Assistant**, select the **Add a location or room** box, and select a room under **Suggested locations**, or select **Add Room** and then choose a room.



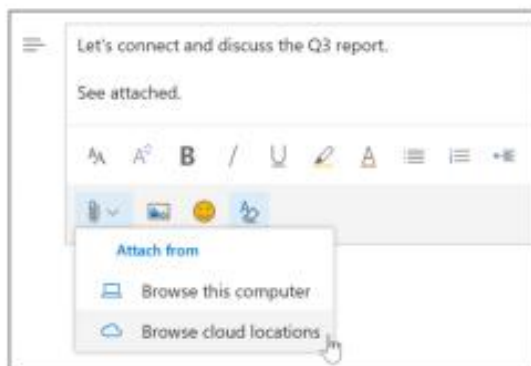
Step 4 – Make it a Teams Meeting

Select the **Teams meeting** toggle to make the meeting an online meeting.



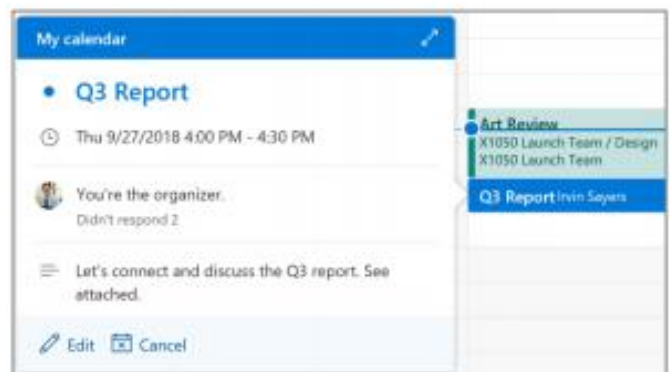
Step 5 – Attach a File

Select **Attach** and choose if you want to upload a file from your computer or a cloud storage account like OneDrive.



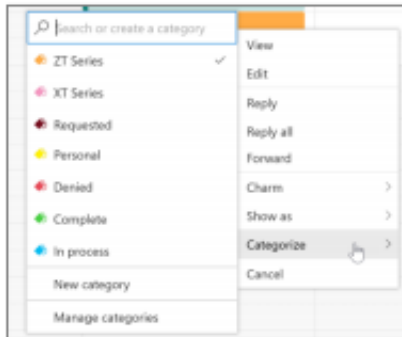
Step 6 – Track invite responses

On your calendar, select the meeting to view the responses.



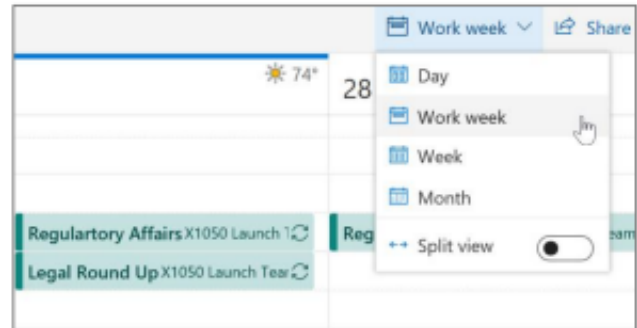
Apply categories to sort your events

Right-click an event, select **Categorize**, and then select the category.



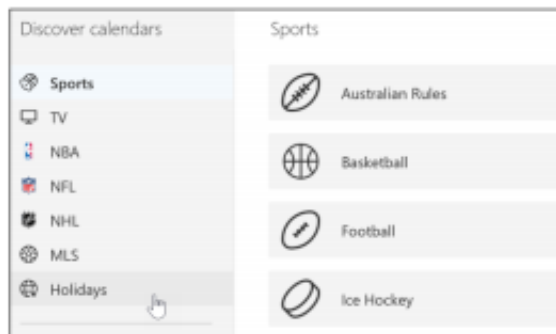
Switch calendar views

In Calendar, select the current view option like **Work Week** and choose another view option.



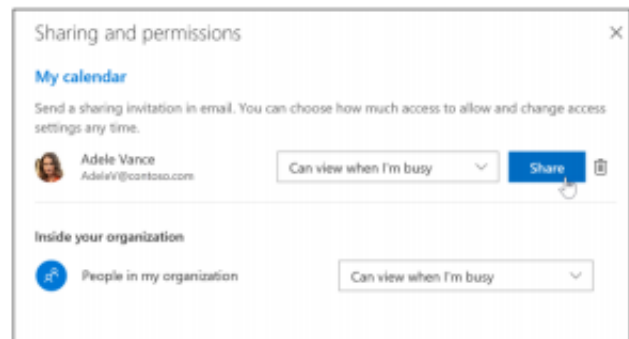
Add another calendar to your calendar view

To add another calendar to your calendar view, such as holidays, select **Discover calendars** in the navigation pane.



Share a calendar

To share your calendar with someone, select **Share** at the top of the page, enter the person's name or email address, and select **Share**.



Keyboard shortcuts

Go to Calendar **Ctrl + Shift + 2**

Go to Mail **Ctrl + Shift + 1**

Switch to day (1), work week (2), week (3), or month (4) **Shift + Alt + [1,2,3,4]**

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

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