

## Organize your Inbox

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

**Snooze** emails and conversations.

Modify your toolbar with the **See more items (...)** button.

Set **Rules** to see your most important mail first.

Set reminders using **Flag**.

The screenshot shows the Outlook Mac Mail interface. The left sidebar has 'Focused' and 'Other' tabs. The main pane shows an email from Megan Bowen with the subject 'Questions around our marketing strategy'. The right pane shows a calendar for September. Callouts point to the 'Focused/Other' tabs, the 'Snooze' button, the 'See more items (...)' button, the 'Rules' button, and the 'Flag' button.

## Find specific messages

Enter a word or words to search for in the **Search** box. Select a keyword or press Enter.

Choose from **Search Suggestions**.

The screenshot shows the search interface. The search box contains the text 'Search'. Below it, a list of search suggestions is shown, including 'Tasks', 'emails from lee in the last week', 'travel', and several email results from 'Adele Vance', 'Isaiah Langer', and 'Megan Bowen'. A callout points to the search suggestions list.

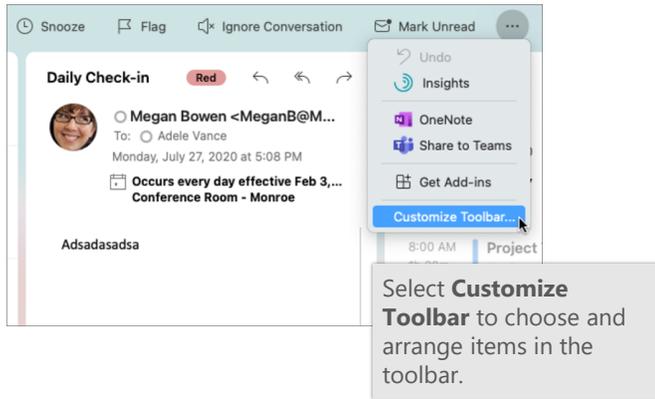
## Create new items

Create a **New Message**, **New Event**, and more.

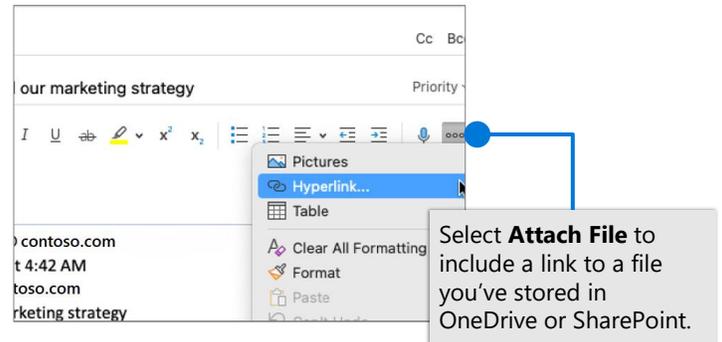
The screenshot shows the 'New' menu in Outlook Mac Mail. The menu items are: 'New Message', 'New Event', 'New Contact', 'New To Do', and 'New Note'. The 'New Message' item is highlighted.

# Cheat Sheet - Outlook Mac Mail

## Customize Toolbar

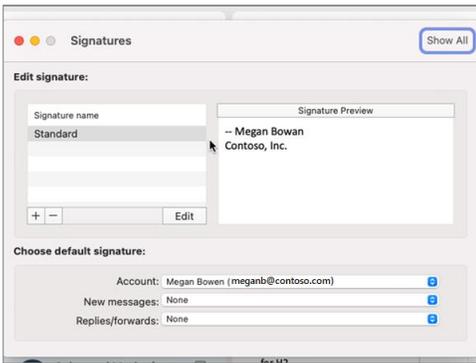


## Attach a link or file in a message



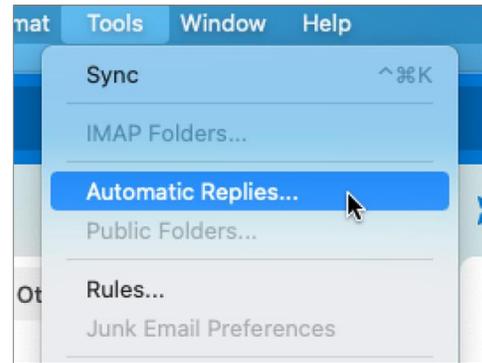
## Create an AutoSignature

Select **Outlook > Preferences > Signatures**



## Set an Out of Office notification

Select **Tools > Automatic Replies**



## Keyboard shortcuts

Go to Calendar	⌘+2	Attach file to message	⌘+E
Go to Mail	⌘+1	Previous/next message	Up / Down keys
Reply	⌘+R	Move to folder	⌘+Shift + M
Reply All	⌘+Shift + R	Search current folder	⌘+Option + F
Flag for follow up	⌘+=	Send/Receive	⌘+K

More keyboard shortcuts, <https://go.microsoft.com/fwlink/?linkid=864503>

## Learn more

Learn more about the new Outlook for Mac, <https://go.microsoft.com/fwlink/?linkid=2171854>