Cheat Sheet - Outlook Mac Mail

■■ Microsoft

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**.

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**.

Create new items

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

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Customize Toolbar

Select **Customize Toolbar** to choose and arrange items in the toolbar.
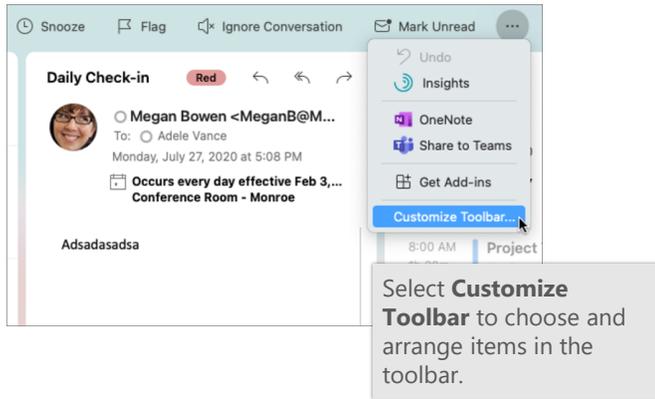
Attach a link or file in a message

Select **Attach File** to include a link to a file you've stored in OneDrive or SharePoint.
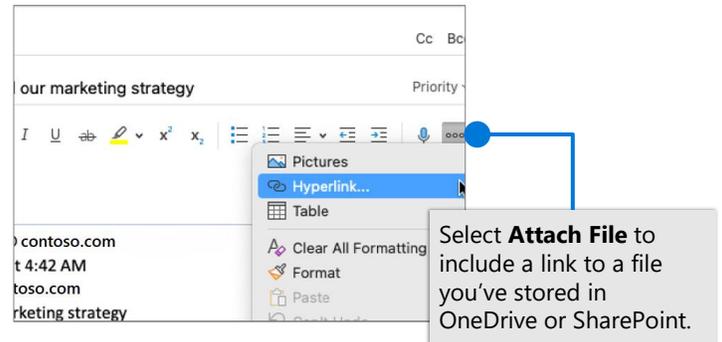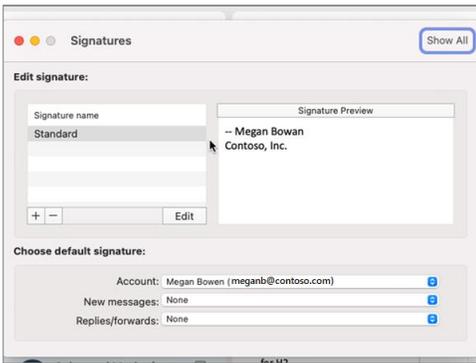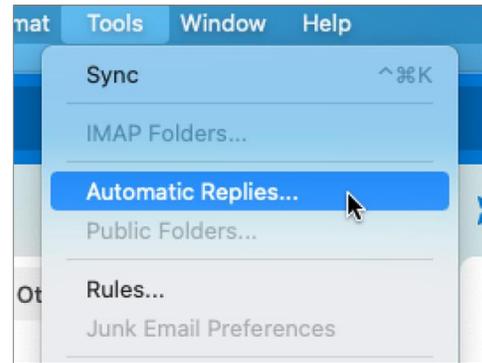
Create an AutoSignature

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