

Organize your Inbox

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

Sort and Group messages. Turn on **Conversations**.

Set a Reminder on a message.

Tag messages with Categories.

See only your **Unread** messages.

The screenshot shows the Outlook Mac Mail interface. The top ribbon includes buttons for Archive, Reply, Reply All, Forward, Move, Junk, Rules, Move to Other, Read/Unread, Categorize, Follow Up, Filter Email, and Find a Contact. The left sidebar shows the inbox with a 'Focused' tab selected. A right-click context menu is open over the 'Conversations' button, showing options like Account, Attachments, Categories, Conversations (checked), Date Received, Date Sent, Flag Status, Folder, From, Mentions (@), Priority, Size, Status, Subject, To, Oldest on Top, Newest on Top, Show in Groups, Expand All Groups, Collapse All Groups, Turn on Focused Inbox (checked), Restore to Defaults, and Make This the Default View. The main pane shows an email thread with a 'Re: Updated Thursday WSC Meeting Agenda' subject. Callout boxes point to the 'Focused' tab, the 'Conversations' button, the 'Follow Up' button, the 'Categorize' button, and the 'Unread' status of an email.

Find specific messages

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

Select **Close Search** to close the search results.

The screenshot shows the Outlook Mac Mail search interface. The search box contains the text 'q3 budget'. Below the search box, a list of search results is displayed, showing the 'from', 'to', 'subject', 'received', and 'category' fields for each result. A callout box points to the 'Close Search' button at the bottom of the search results pane.

Train your Focused Inbox

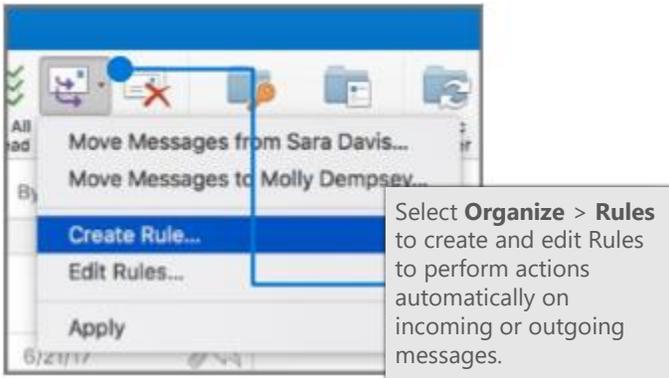
Select the **Focused** or **Other** tab, and then right-click the message you want to move.

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

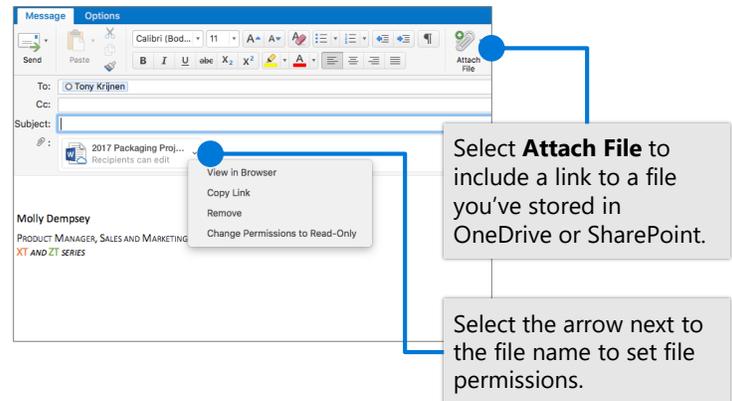
The screenshot shows the Outlook Mac Mail context menu for a message. The menu items include Attachments, Sender, Move to Other, Always Move to Other, Junk Mail, Priority, Follow Up, and Categorize. A callout box points to the 'Always Move to Other' option, with text explaining that for instance, from the 'Focused' tab, one should choose 'Move to Other' or 'Always Move to Other'.

Cheat Sheet - Outlook Mac Mail

Automate actions with Rules

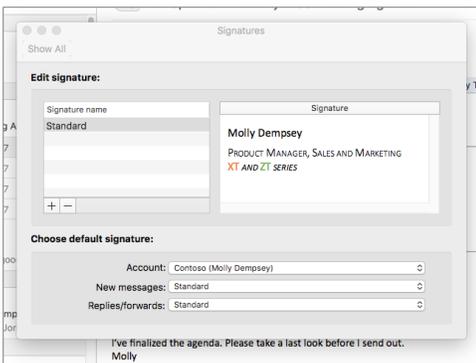


Attach a link or file in a message



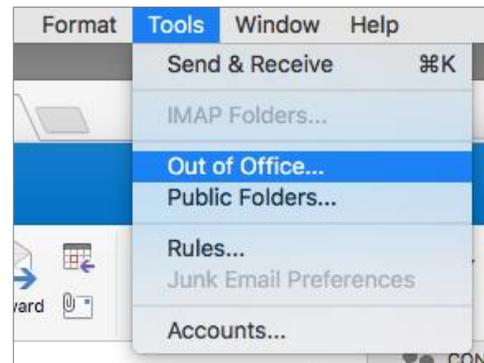
Create an AutoSignature

Select **Outlook** > **Preferences** > **Signatures**



Set an Out of Office notification

Select **Tools** > **Out of Office**.



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

Outlook for Mac Help, <https://go.microsoft.com/fwlink/?linkid=864508>

Differences between Windows and Mac version of Outlook, <https://go.microsoft.com/fwlink/?linkid=864506>