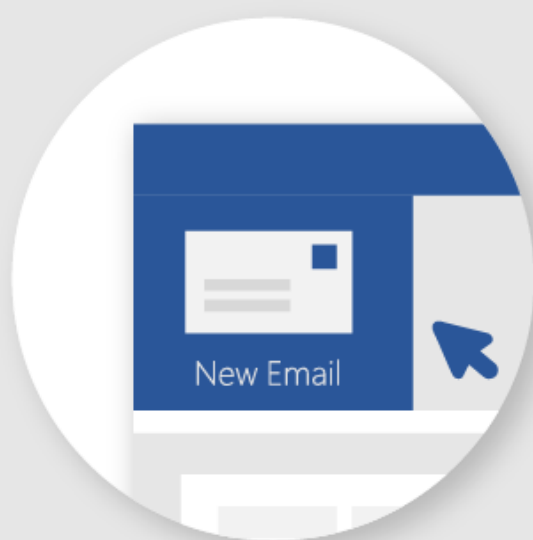




# 5 ways to make Outlook work for you



## 1 Sign off in style



Open a new message.



On the ribbon, select **Signature**, then **Signatures**.



Select **New** and name your signature.

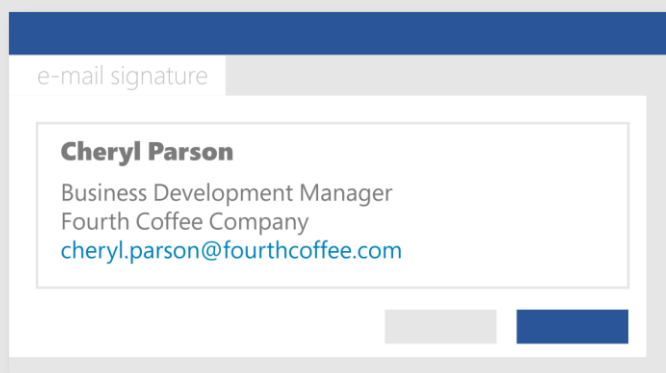
Now, add your contact information.



How-to steps and video:  
[aka.ms/outlooksignature](https://aka.ms/outlooksignature)



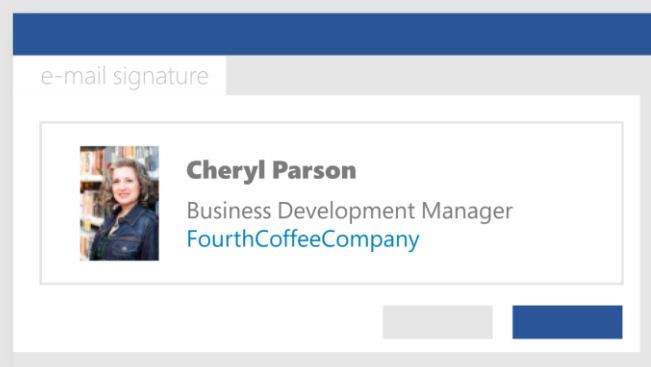
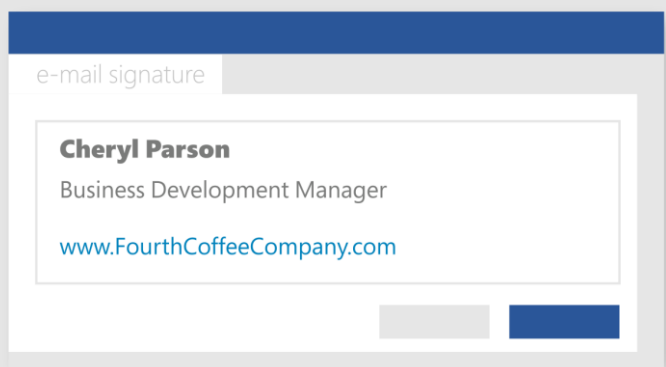
Text



Logos



Links



Images

## 2 Get attention with a mention

The @ symbol is the key to ensuring your email gets noticed. Plus, it's an easy way to add people to the To line.

Type



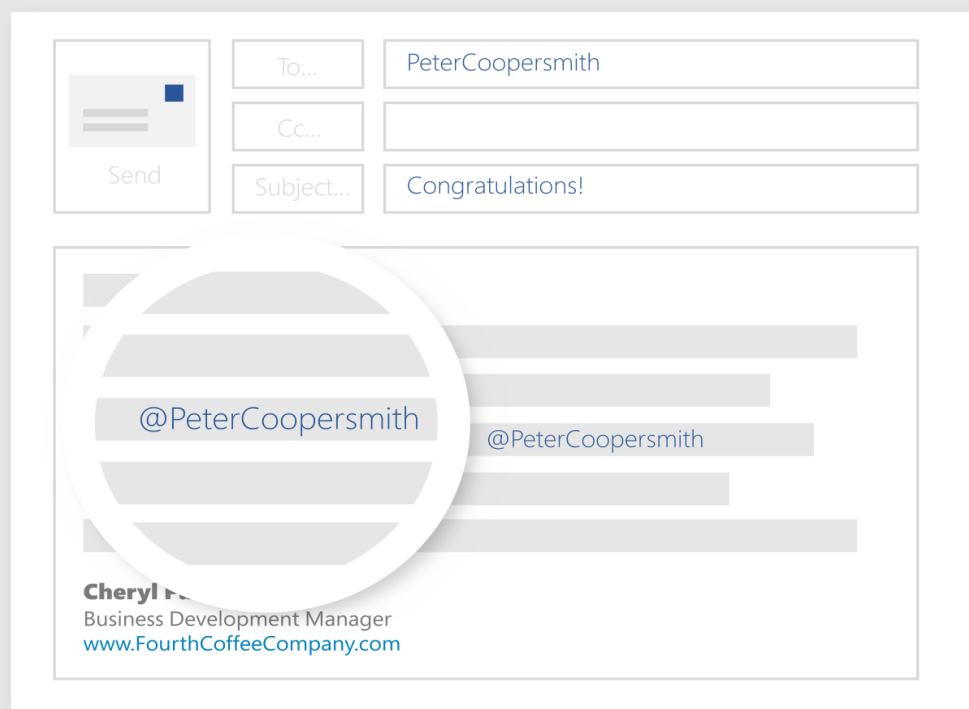
before a person's name anywhere in the body of the email.



Everyone you @mention is automatically added to the To line. Outlook will show the @ symbol in their message list in their inbox to get their attention.



How-to steps and video:  
[aka.ms/outlook@mention](https://aka.ms/outlook@mention)



### 3 Work together on one file



Chat and co-author Word, Excel, and PowerPoint files. See [aka.ms/collaborate](https://aka.ms/collaborate)



Select a file from your computer.



Attach the file to your message.



Select the drop-down next to the file name.



Upload to OneDrive.



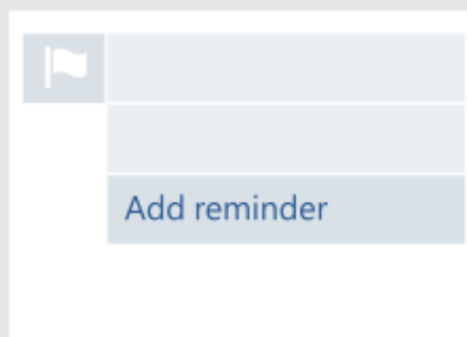
### 4 Don't forget a thing with reminders



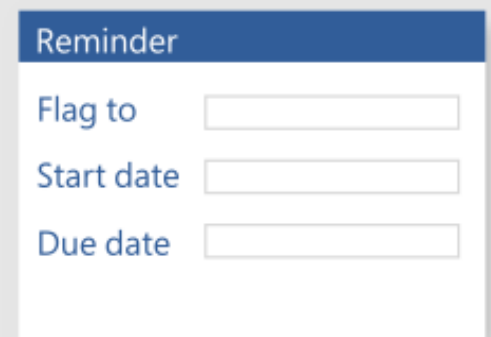
Flag time-sensitive messages to remind you to follow up, reply, call, and more.



Select the flag icon in the message list.



Right-click the flag and select **Add reminder**.



Set your reminder options.

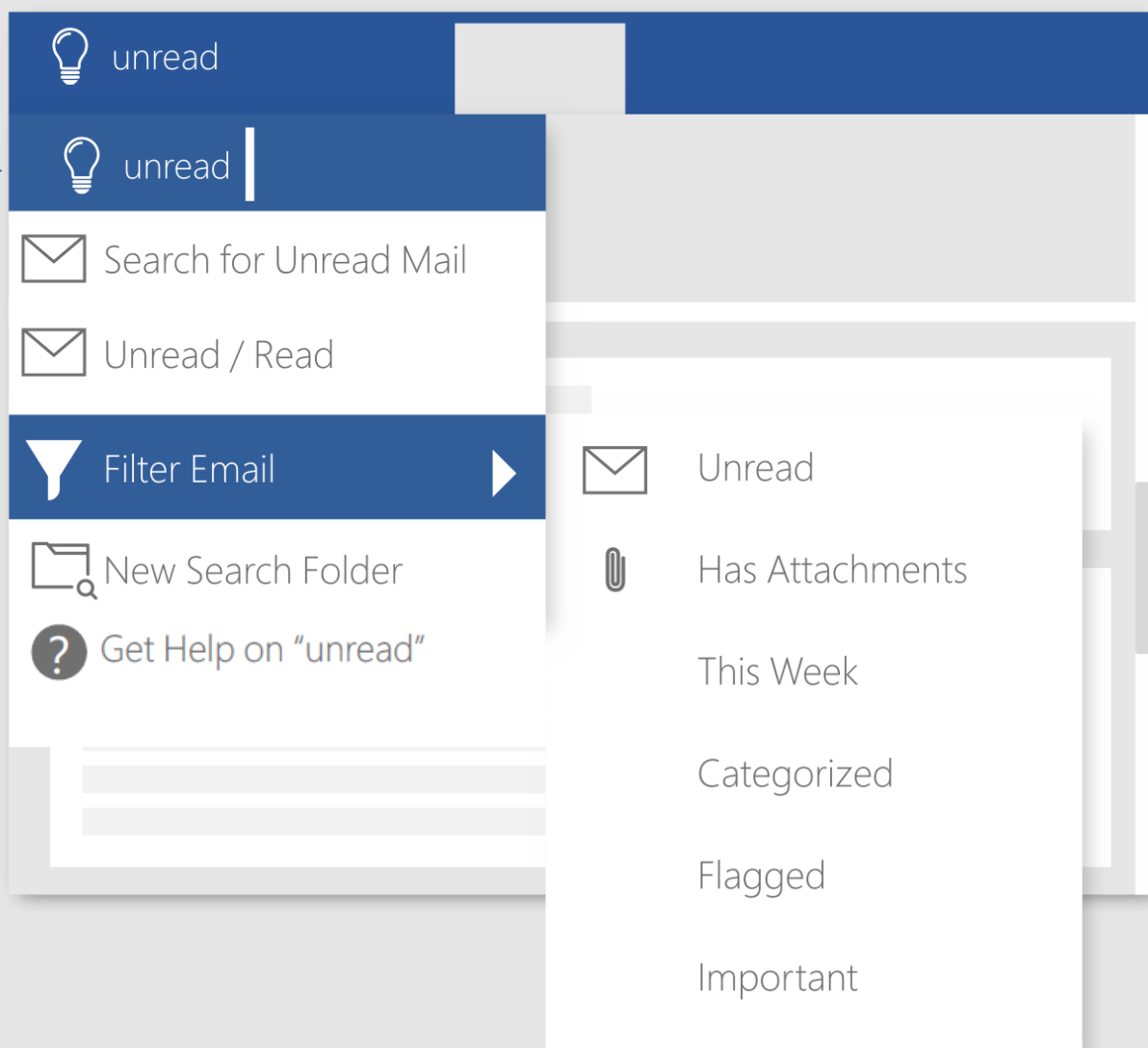
## 5 Have questions? Ask “Tell me”

Use the **Tell me what you want to do box** to learn more about all the things you can do in Outlook.



How-to steps  
and video:  
[aka.ms/outlooktellme](https://aka.ms/outlooktellme)

Type an  
action,  
for example,  
**unread**.



Then select one of  
the search results  
or select **Get Help**.

*See more tips, videos, help, and training*

# *Visit [aka.ms/officetips](https://aka.ms/officetips)*

These experiences are available in Outlook 2016 and Outlook for Office 365.

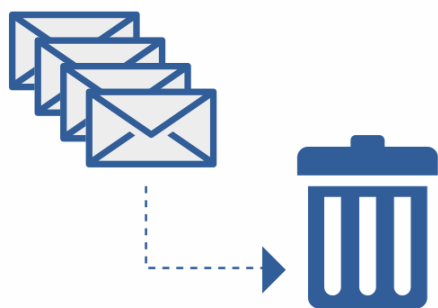




# The Organized Inbox

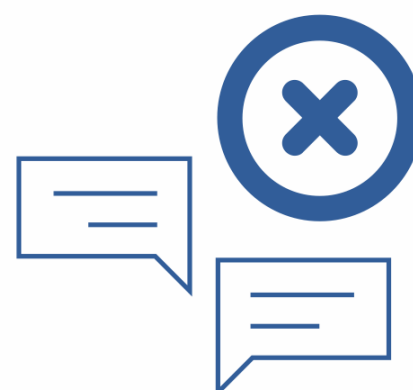


## 1 Folder Clean up



Shorten long email threads with one click. Clean up deletes messages you've already read if a subsequent message in the thread contains the same content. Select **Clean Up** from the **Delete** group on the ribbon.

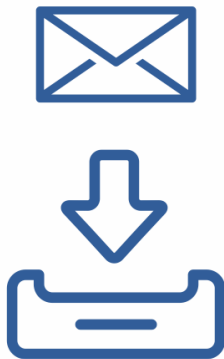
## 2 Ignore Conversation



To immediately stop all future messages in a conversation from cluttering your inbox, select one of the messages and then select **Ignore Conversation** from the **Delete** group on the ribbon. All existing messages and all future messages in that conversation will be sent to the **Deleted Items** folder.

**3**

## Archive

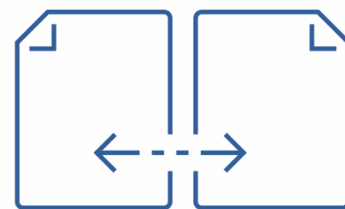
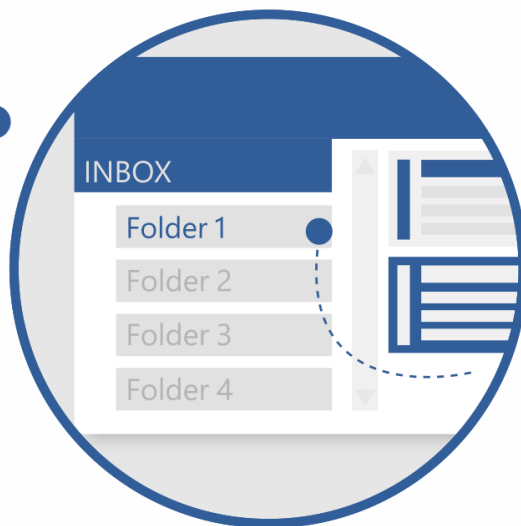


Select the **Archive** button to move the highlighted message or conversation to Outlook's **Archive** folder. File the message away for later with one click.

**4**

## Move

Create multiple folders to categorize and store your messages. Right-click the Inbox folder, then select **New Folder**. To move a message, select it in the message list, then drag and drop it into the proper folder.



*See more tips, videos, help, and training*

# *Visit [aka.ms/officetips](https://aka.ms/officetips)*

These experiences are available in Outlook 2016 and Outlook for Office 365.



# 50 time-saving Outlook keyboard shortcuts



## General



Create a folder	<span>Ctrl</span> + <span>Shift</span> + <span>E</span>
Create a note	<span>Ctrl</span> + <span>Shift</span> + <span>N</span>
Open address book	<span>Ctrl</span> + <span>Shift</span> + <span>B</span>
Go to search box	<span>F3</span> or <span>Ctrl</span> + <span>E</span>
Switch to mail	<span>Ctrl</span> + <span>1</span>
Switch to calendar	<span>Ctrl</span> + <span>2</span>
Switch to contacts	<span>Ctrl</span> + <span>3</span>

Switch to tasks	<span>Ctrl</span> + <span>4</span>
Switch to notes	<span>Ctrl</span> + <span>5</span>
Print	<span>Ctrl</span> + <span>P</span>
Delete selected item	<span>Ctrl</span> + <span>D</span>
Find and replace within an open item	<span>Ctrl</span> + <span>H</span>
Use advanced find	<span>Ctrl</span> + <span>Shift</span> + <span>F</span>

## Mail



Open a received message	<span>Ctrl</span> + <span>O</span>
Create a message when in mail	<span>Ctrl</span> + <span>N</span>
Create a message from any Outlook view	<span>Ctrl</span> + <span>Shift</span> + <span>M</span>
Add a flag to an unopened message	<span>Insert</span>
Reply	<span>Ctrl</span> + <span>R</span>

Reply all	<span>Ctrl</span> + <span>Shift</span> + <span>R</span>
Forward	<span>Ctrl</span> + <span>F</span>
Insert a file	<span>Alt</span> + <span>H</span> then <span>AF</span>
Send	<span>Alt</span> + <span>S</span> or <span>Ctrl</span> + <span>↵</span>
Find or replace	<span>F4</span>

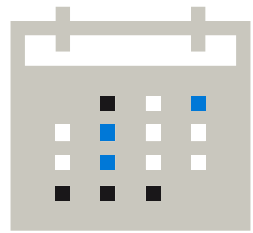
## Format text



Cut	<span>Ctrl</span> + <span>X</span> or <span>Shift</span> + <span>Delete</span>
Copy	<span>Ctrl</span> + <span>C</span> or <span>Ctrl</span> + <span>Insert</span>
Paste	<span>Ctrl</span> + <span>V</span> or <span>Shift</span> + <span>Insert</span>
Undo	<span>Ctrl</span> + <span>Z</span> or <span>Alt</span> + <span>Spacebar</span>
Bold	<span>Ctrl</span> + <span>B</span>
Italic	<span>Ctrl</span> + <span>I</span>

Underline	<span>Ctrl</span> + <span>U</span>
Add bullets	<span>Ctrl</span> + <span>Shift</span> + <span>L</span>
Clear formatting	<span>Ctrl</span> + <span>Shift</span> + <span>Z</span> or <span>Ctrl</span> + <span>Spacebar</span>
Display format menu	<span>Alt</span> + <span>O</span>
Insert a hyperlink	<span>Ctrl</span> + <span>K</span>

## Calendar



Create an appointment or meeting request	<span>Ctrl</span> + <span>Shift</span> + <span>A</span> or <span>Ctrl</span> + <span>Shift</span> + <span>Q</span>
Create an appointment in any Outlook view	<span>Ctrl</span> + <span>Shift</span> + <span>A</span>
Set up recurrence for an open appointment or meeting	<span>Ctrl</span> + <span>G</span>
Go to a date	<span>Ctrl</span> + <span>G</span>

Forward an appointment or meeting	<span>Ctrl</span> + <span>F</span>
Reply to a meeting request with a message	<span>Ctrl</span> + <span>R</span>
Reply all to a meeting request with a message	<span>Ctrl</span> + <span>Shift</span> + <span>R</span>
Switch to full week view	<span>Alt</span> + <span>-</span> or <span>Ctrl</span> + <span>Alt</span> + <span>3</span>
Switch to month view	<span>Alt</span> + <span>=</span> or <span>Ctrl</span> + <span>Alt</span> + <span>4</span>

## Contacts



Create a contact when in contacts	<span>Ctrl</span> + <span>N</span>
Create a contact in any Outlook view	<span>Ctrl</span> + <span>Shift</span> + <span>C</span>
Find a contact	<span>F11</span>
Create a message with selected contact as subject	<span>Ctrl</span> + <span>F</span>

Open a contact form for the selected contact	<span>Ctrl</span> + <span>O</span>
Create a contact group	<span>Ctrl</span> + <span>Shift</span> + <span>L</span>
Update a list of contact group members	<span>F5</span>