

Outlook® for Microsoft 365® Mail, Calendar, People, Tasks & Notes

Mail

Displaying Mail Folders

1. At the bottom left of the main window, [Click]
2. From the Folder Pane on the left, expand the preferred account or Favorites.
3. [Click] the preferred folder, e.g., INBOX.

Hiding/Displaying the Folder Pane

- Choose **VIEW**, **FOLDER PANE** **NORMAL**, **MINIMIZED**, or **OFF** or press **<Alt-F1>** to toggle among the modes.
- To display folders when minimized, from the left edge, [Click]

Creating and Sending a Message

1. Choose **HOME**, then **NEW EMAIL**
2. In the TO on CC Boxes, type the names of the addressee. For an email address, type the full address (e.g., info@breepix.com). As you type, Outlook presents previously used addresses. Or to select names from the address book:
 - a. Choose **MESSAGE**, then **ADDRESS BOOK**
 - b. Select a different ADDRESS BOOK if desired.
 - c. Select the names. **<Ctrl>** or **<Shift>** [Click] to select multiple names.
 - d. [Click] TO, CC, or BCC. [Click] OK.
3. If any names are not underlined, choose **MESSAGE**, then **CHECK NAMES** or press **<Ctrl-K>** to validate them.
4. Type the SUBJECT and the message.
5. [Click] **SEND**

Attaching a File

1. Choose **MESSAGE**, **ATTACH FILE**
2. Select the file(s) to attach:
 - For a recently used file, [Click] from the **RECENT ITEMS** list.
 - For an older file, [Click] **BROWSE THIS PC** for OneDrive or other web locations, choose **BROWSEWEB LOCATIONS**, select the file(s) to insert and [Click] **OPEN**.

Showing BCC

In the message window, choose **OPTIONS**, **BCC**

Sending a Message with High or Low Importance

Choose **MESSAGE**, then or to revert to normal importance, [Click] the button again.

Requesting Read or Delivery Receipts

In the message window, choose **OPTIONS**, then check **REQUEST A DELIVERY RECEIPT** or **REQUEST A READ RECEIPT**, or both.

Drafting a Message

If you are not ready to send a message, you can draft it and save it in a special folder.

1. Create the message.
2. Instead of sending the message:
 - a. [Click] on the Quick Access toolbar.
 - b. Close the message window. The message is automatically placed in a folder called Drafts.
3. When you are ready to send the message:
 - a. [Click] on the **DRAFTS** folder in the Folder Pane.
 - b. [Double Click] on the message to open it.
 - c. Finish the message, then [Click] **SEND**

Delaying the Delivery of a Message

1. In the message window, choose **OPTIONS**, **DELAY DELIVERY**
2. Change the **DO NOT DELIVER BEFORE** date and time.
3. [Click] **CLOSE**.

Quick Filters: All and Unread

- To show only unread messages in the inbox, [Click] **UNREAD** at the top of the message list.
- To show all messages in the inbox, read and unread, [Click] **ALL**.

Reading Messages

An easy way to read messages is to use the Reading Pane.

1. If the Reading Pane is not already open, choose **VIEW**, **READING PANE** **RIGHT** or **BOTTOM**. You can change the size of the pane by [Dragging] the bar dividing the Reading Pane and the list of emails.
2. To read a message, [Click] on it to view it in the Reading Pane, or [Double Click] to open.
3. To safely quickly preview an attachment:
 - a. [Click] the attachment below the header, [Click] **PREVIEW FILE** if necessary.
 - b. When done, [Click] **BACK TO MESSAGE** at the top of the Reading Pane.
4. To fully open an attachment in its original application:
 - a. [Double Click] the attachment. When prompted, [Click] **OPEN**. If you have the required program for reading the file, Windows starts the program and displays the attachment. You may need to enable editing to work on the document.
 - b. When you have finished working with the attachment, close the program window.

Manual Send/Receive

Outlook can be set up to automatically send a message immediately or send/receive periodically. To change settings such as frequency, choose **FILE**, **OPTIONS**, then **ADVANCED**, [Click] **SEND/RECEIVE**, adjust settings, then [Click] **CLOSE**, then **OK**.

To manually send/receive, press **<F9>** or choose **SEND/RECEIVE**, then **SEND/RECEIVE ALL FOLDERS** or, in the Quick Access toolbar, [Click]

Replying to a Message

1. Select or open the message.
2. Choose **HOME** or **MESSAGE**, then **REPLY** to reply to the sender only, or to reply to all addressees, [Click] **REPLY ALL** .
3. Complete the message, then [Click] **SEND**

Forwarding a Message

1. Select or open the message.
2. Choose **HOME** or **MESSAGE**, then **FORWARD** Or to forward as an attachment, choose **HOME** or **MESSAGE**, [Click] **FORWARD AS ATTACHMENT**.
3. Complete the message, then [Click] **SEND**

Using the Outbox

The Outbox contains emails that are going to be sent later. To edit or remove emails before they are sent:

1. [Click] **OUTBOX** in the Folder Pane.
 2. Delete as usual. Or to edit, [Double Click] the message, edit as usual, then [Click] **SEND**
- Messages that have been opened and closed without [Clicking] **SEND** will appear under **SENT**: **None**, and will not be sent.

To send, open the message, then [Click] **SEND**

Printing a Message

1. Select or open the message.
2. Choose **FILE**, **PRINT**.
3. Make any necessary changes, then [Click] **PRINT**

Saving an Attachment

1. View the message that contains the attachment(s).
 2. [Right Click] an individual attachment and choose **SAVE AS**. Select the folder in which you want to save the attachment and [Click] **SAVE**.
- Or to save multiple attachments, choose **SELECT ALL ATTACHMENTS**, [Click] or **<Ctrl>** [Click] to select/deselect attachments, and [Click] **OK**. Select the folder to save in, [Click] **OK**, then **SAVE**.

Removing an Attachment

Remove attachments for files you keep in order to reduce mailbox size and stay below quota restrictions. [Right Click] attachment, choose **REMOVE ATTACHMENT**.

Using Desktop Alerts

Whenever a new email arrives, Outlook displays a Desktop Alert over top of the application that is currently being used, in the Taskbar. It provides a brief summary of the email. To open the message, [Click] on the Desktop Alert.

Tip: Can't find the command you want? [Right Click] any Outlook item for available options.

Selecting Multiple Items / Messages

Consecutive Items: [Click] on the first item and **<Shift>** [Click] the last item.

Non-consecutive Items: [Click] on the first item and **<Ctrl>** [Click] on the others.

Keyboard Shortcuts

From anywhere in Outlook, create a:

Mail message	Ctrl-Shift-M
Contact	Ctrl-Shift-C
Appointment	Ctrl-Shift-A
Meeting Request	Ctrl-Shift-M
Task	Ctrl-Shift-T
Task Request	Ctrl-Alt-Shift-U
Note	Ctrl-Shift-N
Folder	Ctrl-Shift-F
In/Outdr. M...	Express...
Go to Mail	Ctrl-1
Go to Calendar	Ctrl-2
Go to People/Contacts	Ctrl-3
Go to Tasks/To-Do List	Ctrl-4
Go to Notes	Ctrl-5
Send/Receive	F9
Use Advanced Find	Ctrl-Shift-F
Go to a Folder	Ctrl-V
Show/Hide ribbon	Ctrl-Shift-R
From/ Mail:	
Go to the search box	F1 or Ctrl-E
Flag for Follow up	Ctrl-Shift-G
Add a Quick Flag	Insert key
Reply to a message	Ctrl-R
Reply to all	Ctrl-Shift-R
Forward a message	Ctrl-F
Mark as unread	Ctrl-U
From/ Calendar:	
Go to a Date	Ctrl-G
Go to previous week	Alt-Shift-W or Alt-W
Go to previous month	Alt-PgUp or Alt-PgDn

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