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 favorite.
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 or CC boxes, type the names of the addressees. For an email address, type the full address (e.g., info@beezix.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 BROWSE WEB 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, ▣ More ▸, 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 SAVE 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-Q
Task	Ctrl-Shift-K
Task Request	Ctrl-Alt-Shift-U
Note	Ctrl-Shift-N
Folder	Ctrl-Shift-E

In order to...	press...
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-Y
Show Inbox	Ctrl-Shift-I

From Mail:	
Go to the search box	F3 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 prev./next week	Alt-↑ or Alt-↓
Go to prev./next month	Alt-PgUp or Alt-PgDn

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