



# 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 or CC boxes, type the names of the addressees. For an email address, type the full address (e.g., info@borealis.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, , 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...

Go to Mail	press... 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

# Microsoft Outlook 20quick Reference Guide

**David Baud**



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