

# Outlook<sup>™</sup> for Microsoft 365<sup>®</sup> 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 location.
3. [Click] the preferred folder, e.g., INBOX.


### Hiding/Displaying the Folder Pane

- Choose **VIEW, FOLDER PANE**  **▶** **HIDDEN**, **MINIMIZED**, or **ON**, 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., john.doe@contoso.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] the CC, or BCC, [Click] OK.
3. If any names are not confirmed, choose **MESSAGE**, then **CHECK NAMES**  or press <Alt> <N> 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.
3. For a recently used file, [Click] from the **RECENT ITEMS** list.
- For another file, [Click] **RECENT THIS PC**, to find files on other web locations, choose **BROWSE THIS COMPUTER**, 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 insert or remove 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 Action 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. Touch 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**  **▶** **OPEN** or **RESTORE**. You can change the size of the pane by [Dragging] the bar dividing the Reading Pane and the list of results.
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 messages periodically. To change settings such as frequency, choose **FILE, OPTIONS**, then **ADVANCED**, [Click] **SEND/RECV**, adjust settings, then [Click] **CLOSE**, then OK.

To manually synchronize, press <Alt> or choose **SEND/RECV**, then **SEND/RECV NOW**  or, in the Quick Action 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**, then **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 **HOME, ALL ATTACHMENTS**, [Click] or <Ctrl> [Click] to select desired attachments, and [Click] **SA**, select the folder to save to, [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 Desktop Alert you can view 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 of Messages

Conversation items [Click] on the first item and <Shift> [Click] the last item.  
Non-conversation items [Click] on the first item and <Ctrl> [Click] on the others.

### Keyboard Shortcuts

Press anywhere in Outlook, except in:	
Mail message	Ctrl+M+M
Contact	Ctrl+M+C
Appointment	Ctrl+M+A
Meeting Request	Ctrl+M+O
Task	Ctrl+M+T
Task Request	Ctrl+Alt+M+R
Mail	Ctrl+M+M
Folder	Ctrl+M+F
Go to the...	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
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Go to the search box	Ctrl+Ctrl+Q
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Add a Quick Flag	Insert flag
Reply to a message	Ctrl+R
Reply to all	Ctrl+Shift+R
Forward a message	Ctrl+F
Mark as unread	Ctrl+U
Power Calendar	
Go to a date	Ctrl+D
Go to your next work	Alt+T or Alt+W
Go to your next meeting	Alt+Alt+W or Alt+N

# Microsoft Windows 3 Microsoft Quick Reference

**DJ Losen**



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