Cheat Sheet - Outlook Mac Mail

Microsoft

Organize your Inbox

Switch between **Focused** and **Other** inbox.

Sort and **Group** messages. Turn on **Conversations**.

Set a Reminder on a message.

Tag messages with Categories.
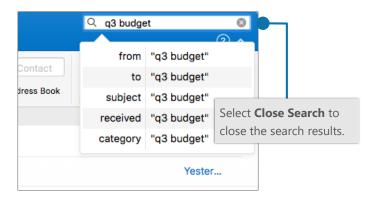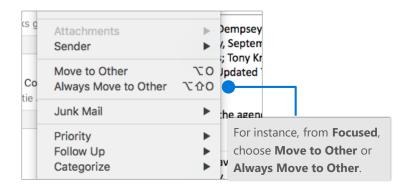
See only your **Unread messages**.

Find specific messages

Enter a word or words to search for in the **Search** box. Select a keyword or press Enter.

Select **Close Search** to close the search results.
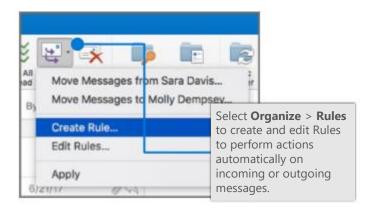
Train your Focused Inbox

Select the **Focused** or **Other** tab, and then right-click the message you want to move.

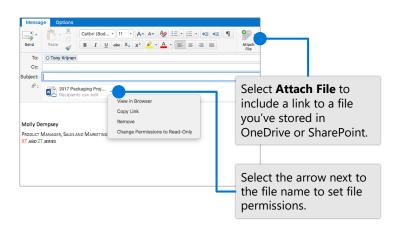For instance, from **Focused**, choose **Move to Other** or **Always Move to Other**.

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Automate actions with Rules

Select **Organize** > **Rules** to create and edit Rules to perform actions automatically on incoming or outgoing messages.

Attach a link or file in a message

Select **Attach File** to include a link to a file you've stored in OneDrive or SharePoint.

Select the arrow next to the file name to set file permissions.
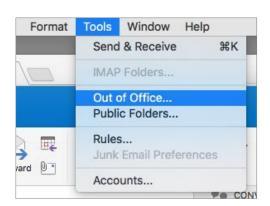
Create an AutoSignature

Select **Outlook > Preferences > Signatures**

Set an Out of Office notification

Select **Tools > Out of Office**.

Keyboard shortcuts

Go to Calendar	⌘+2	Attach file to message	⌘+E
Go to Mail	⌘+1	Previous/next message	Up / Down keys
Reply	⌘+R	Move to folder	⌘+Shift + M
Reply All	⌘+Shift + R	Search current folder	⌘+Option + F
Flag for follow up	⌘+=	Send/Receive	⌘+K

More keyboard shortcuts, https://go.microsoft.com/fwlink/?linkid=864503

Learn more

Outlook for Mac Help,
https://go.microsoft.com/fwlink/?linkid=864508

Differences between Windows and Mac version of Outlook,
https://go.microsoft.com/fwlink/?linkid=864506