Outlook & Calendar on the web

Organize your Inbox
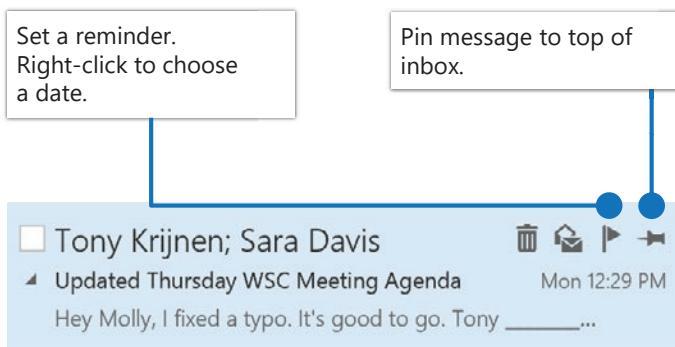
Switch between **Focused** and **Other** inbox.

Filter, sort, and turn on **Conversations** and **Focused Inbox**.

See only your **Unread** messages.

Sort mail by **Date**, **From**, **Subject**, **Attachments**, and more....

Turn on **Focused Inbox** to see mail that matters most to you.

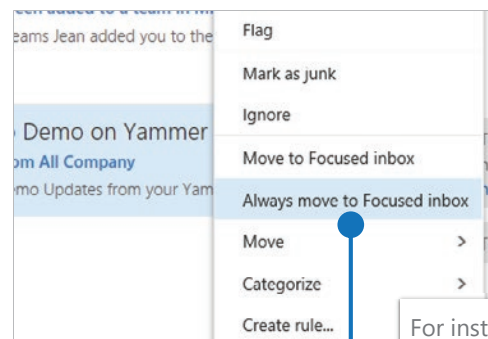Group messages by conversation. Messages are grouped by subject.

Flag messages

Set a reminder. Right-click to choose a date.

Pin message to top of inbox.

Train your Focused Inbox

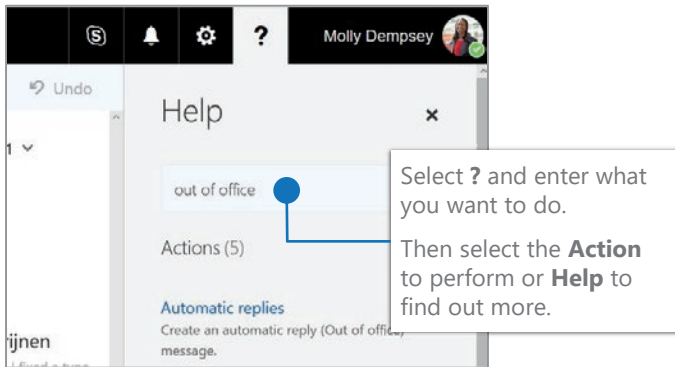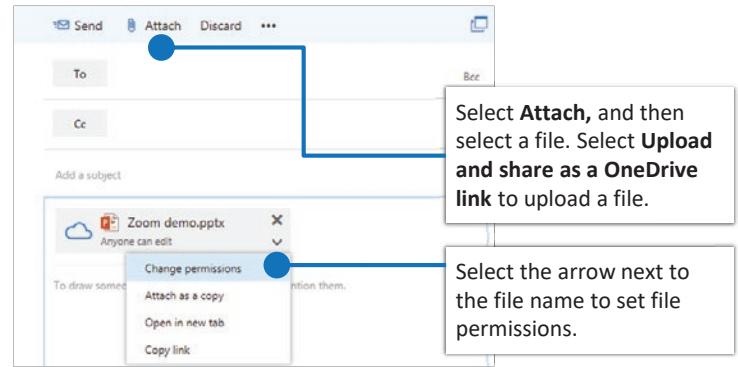Select the **Focused** or **Other** tab, and then right-click the message you want to move.

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

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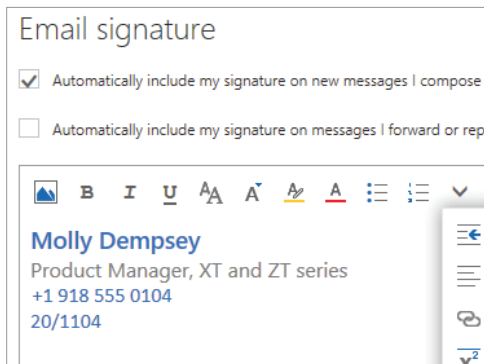
Find and perform actions with Tell Me

Select **?** and enter what you want to do.

Then select the **Action** to perform or **Help** to find out more.

Upload a file and attach a link to a message

Select **Attach,** and then select a file. Select **Upload and share as a OneDrive link** to upload a file.

Select the arrow next to the file name to set file permissions.
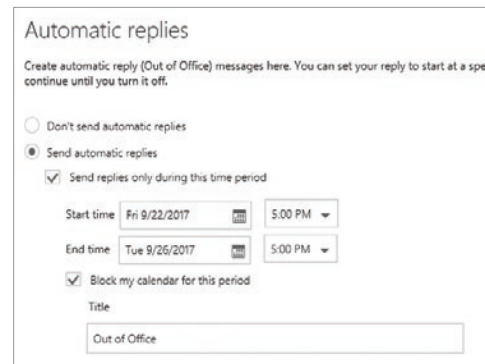
Create a signature

Select ⚙ > **Mail** > **Layout** > **Email signature**

Set an Out of Office notification

Select ⚙ > **Automatic replies**

Choose your keyboard shortcuts

Select ⚙ > **General** > **Keyboard shortcuts**, and choose which version of shortcuts to use

Outlook shortcuts include:

New message	Ctrl + N
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + F
Previous/Next	Up/Down keys

More Keyboard Shortcuts,
https://aka.ms/OutlookWebKeyboardShortcuts

More info

Outlook on the Web Help,
https://aka.ms/OutlookWebHelp

Differences between desktop, online, and mobile,
https://aka.ms/CompareOutlook2016

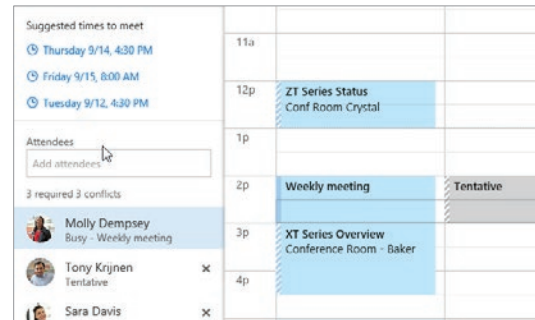# Outlook & Calendar on the web

Schedule meetings and track responses

Step 1 – Schedule a meeting

Select **New > Calendar Event**, and then enter attendee names in the **Add People** box under **People**.
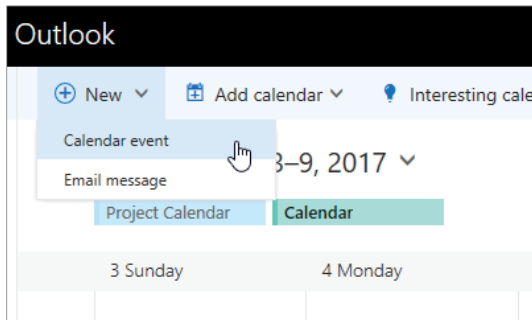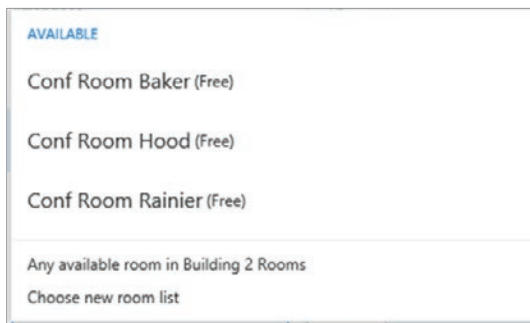
Step 2 - Get free/busy times for attendees

Click [icon] **Scheduling Assistant** see free/busy times. Scheduling Assistant appears after you add a person in the **Add People** box.
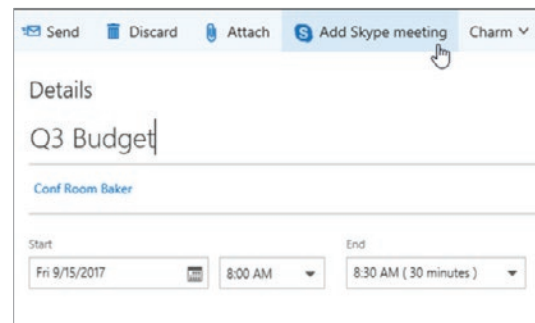
Step 3 - Add a room

In **Scheduling Assistant,** click **Add Room**, select a location from the room list, and then choose a room.
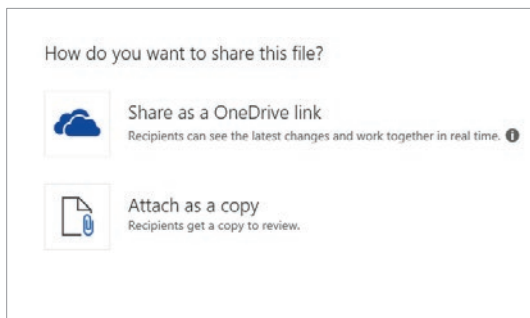
Step 4 – Make it a Skype Meeting

Select **Add Skype Meeting** to make the meeting an online meeting.
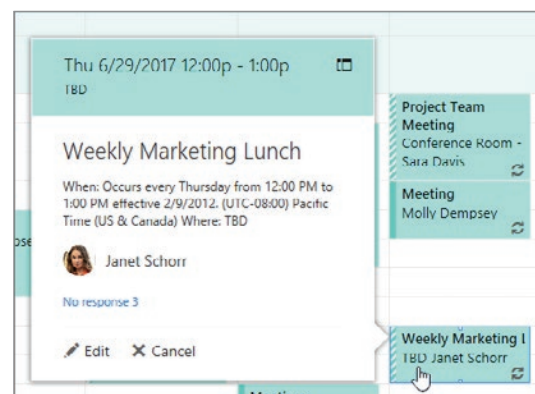
Step 5 – Attach a File

Click **Insert > Attach File >** select a file and then **as a Share link.**
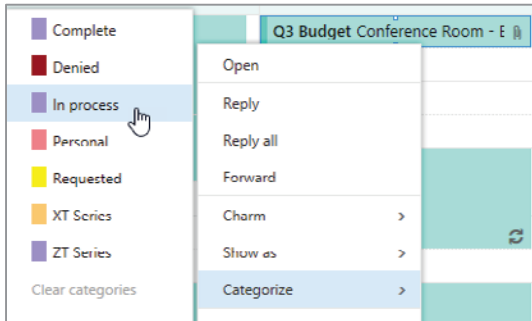
Step 5 – Track invite responses

Select the **Meeting** tab**>** select a meeting**,** and then select **Tracking** to see responses.

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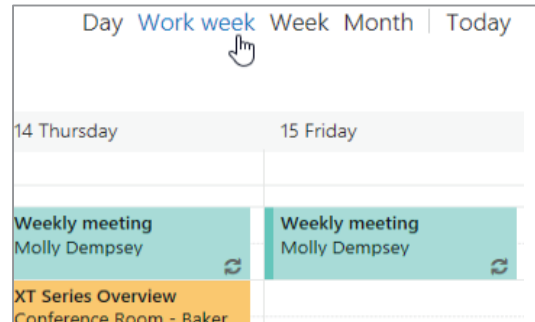
Outlook & Calendar on the web

Apply categories to sort your events

Right click an event, select **Categorize**, and then select the category.
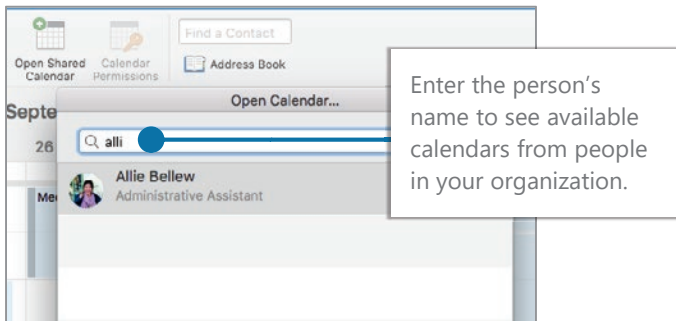

Switch calendar views

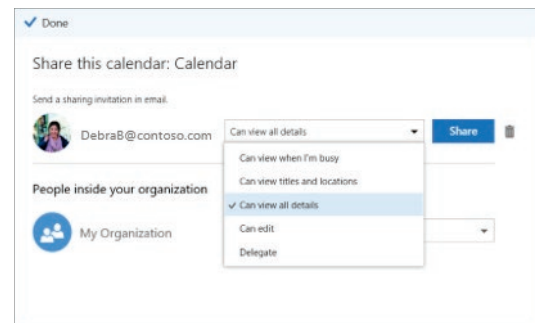Select **Home**, and then select a view option like **Day** or **Work Week**.

Add a calendar to your calendar view

To add another calendar to your calendar view, select **Add Calendar > From Directory**.

Enter the person's name to see available calendars from people in your organization.

Share a calendar

Select **Home > Share Calendar**, add people to the **To** line, and then select **Send**.

Keyboard shortcuts

Go to Calendar	Ctrl + 2	Create new meeting request	Ctrl + Shift + Q
Go to Mail	Ctrl + 1	Go to today	Alt+N A, F
Create Appointment	Ctrl + Shift = A	Search	Up/Down keys
Switch to day (1), work week (2), week (3), or month (4)	Shift+Alt+[1,2,3,4]		

More keyboard shortcuts: https://aka.ms/OutlookWebKeyboardShortcuts

More info

Outlook for Web Help,
https://aka.ms/OutlookWebHelp

Differences between desktop, online, and mobile,
https://aka.ms/CompareOutlook2016