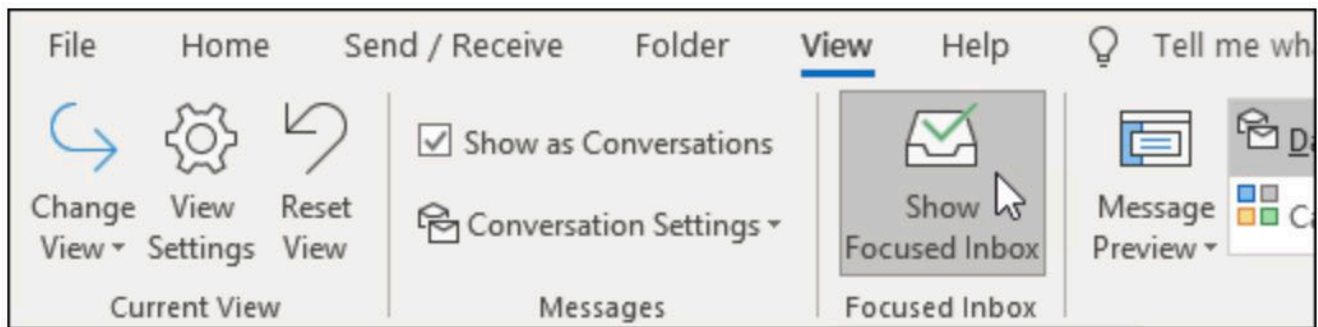


# Microsoft Outlook Focused Inbox

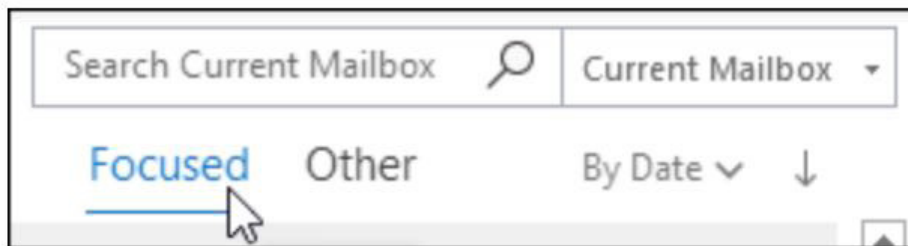
Focused inbox is a feature in which Microsoft intelligently pre-sorts your email messages so you can focus on what matters. Important email messages will appear in your focused inbox, whereas everything else will be in "other". You can add emails so that they always appear in your focused inbox, and visa versa!

## → 1. IN OUTLOOK, SELECT THE "VIEW" TAB



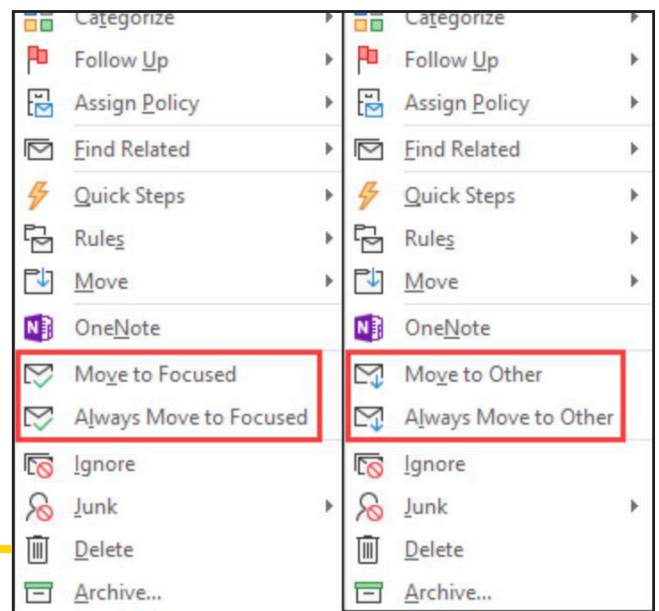
## → 2. SELECT "SHOW FOCUSED INBOX"

The focused and other tabs will appear at the top of your mailbox.



## → 3. CHANGE HOW MESSAGES GET ORGANIZED

To change which inbox specific emails come into, you can "train" Outlook. Right click on the message that you would like to move, and select "move to focused" or "move to other" if you only want to move one message. Select "Always move to Focused" or "Always move to other" if you want all future messages from the sender to be in the focused or other tab.



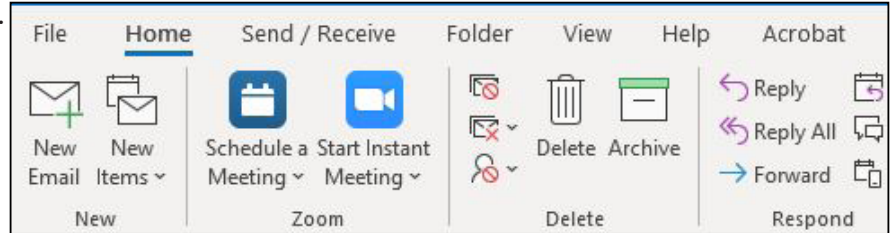
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# Microsoft Outlook Tips and Tricks

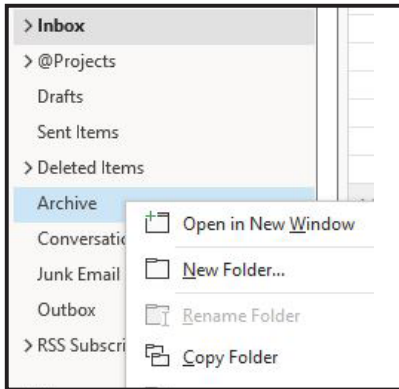
## → ARCHIVE FOLDER

If you can't make a decision on what to do with an email right away, move it to the archive folder to come back to it later. Select the email, and then click the "archive" button.



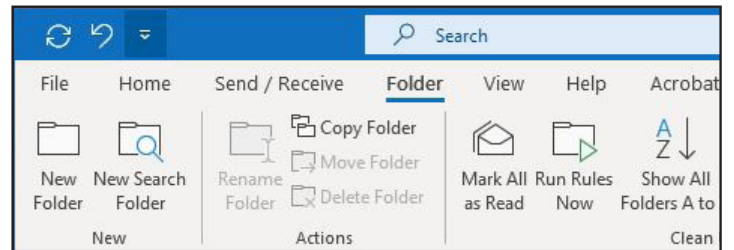
## → OPEN MULTIPLE WINDOWS

Open a separate window for Outlook items by right clicking on them and selecting, "open in new window"



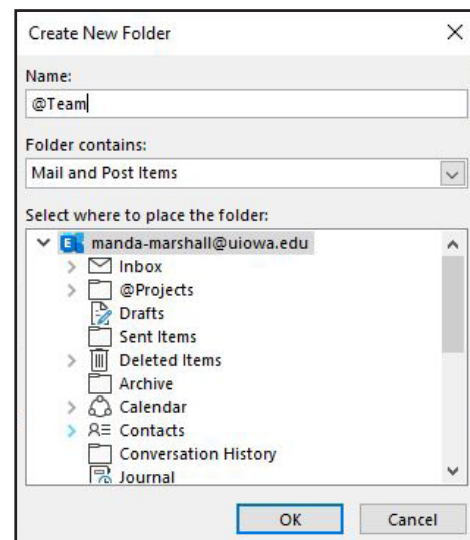
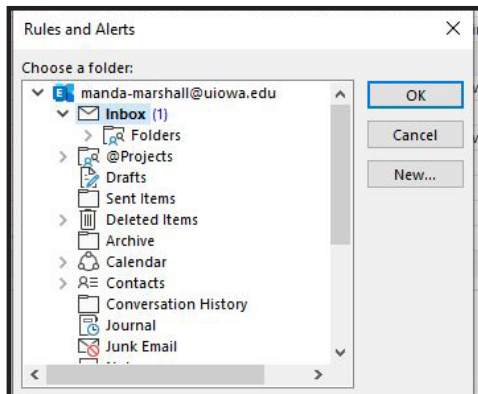
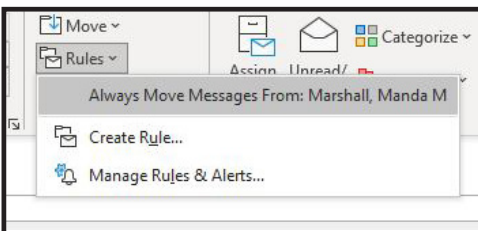
## → MAKE A NEW FOLDER

To make a new folder, click the folder tab at the top of your Outlook window. Click "new folder", and then name the folder. Select the folder in which you would like the new folder to be a sub-folder, and click OK. Choosing your email address will place the folder at the same level as the inbox.



## → CREATE A SIMPLE RULE

Creating a rule will tell Outlook which folder you'd like certain emails to go to automatically.



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# Microsoft Outlook Tips and Tricks

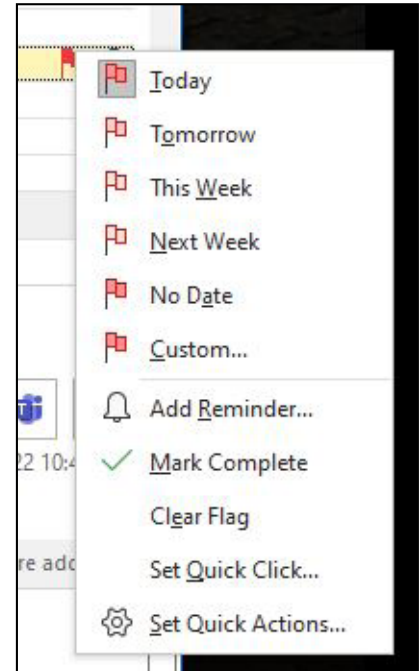
## → CREATE FLAGS TO REMIND YOU TO FOLLOW UP ON AN EMAIL

Flagging a message allows you to add it to your task list, and set a due date quickly to ensure you don't forget about any emails.

Clicking on the flag icon in your inbox marks the email for follow-up. By default, a due date will be set for the end of the day.

To change the due date, right click on the flag, and choose a due date for follow-up.

Clicking the flag also adds the email to your task list in outlook.

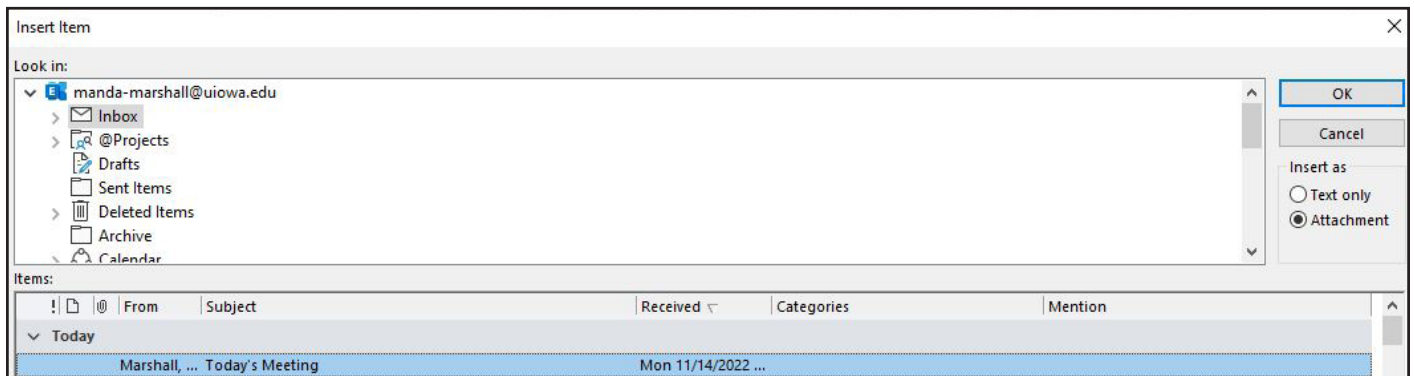


## → USE AN EMAIL TO BLOCK TIME ON YOUR CALENDAR

Add a block of time on your calendar to follow up to an email by dragging the email to the calendar icon. The text of the email will be included in the body of the calendar event.



To include attachments, first click "new items", "appointment", and then insert "outlook item". This will include any attachments that were originally sent in the calendar appointment.



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