






Explore the tools below to manage your Outlook client inbox. Each inset box provides an important note , a tip , and a link  to detailed information on the Microsoft Support Site.

Focused Inbox

What is it?


- Organizes your inbox by filtering messages into two tabs – **Focused** and **Other**.
- Important messages are put in the Focused Inbox.


How do I enable/disable?


- Enabled by default, click the **View** tab at the top of your Outlook client application window >>



click  to disable/enable.

 Check the **Other** tab periodically to make sure you are not missing any important messages.

 Enable/disable Focused Inbox at any time. The change is immediate.

 <http://bit.ly/ms-focused-inbox>

How do I get Outlook to filter email messages correctly?




- Outlook does a good job of determining which email messages should be focused, but it's not perfect.
- For those messages that are filtered incorrectly, **right-click** the message and select **Always Move to Other** or **Always Move to Focused**.


Conversations View


What is it?


- Displays your email messages in Conversations. A conversation includes messages in the same thread that have the same subject line.

How do I enable/disable?

- Enabled by default, click the **View** tab >>
click  **Show as Conversations** to **disable/enable**.
- Click  **Conversation Settings** to view additional options.
- Click  located to the left of the message to expand the conversation and view the messages below.

 In **Conversation Settings**, check **Show Messages from Other Folders** to ensure you are viewing the entire conversation.

 When moving a conversation to a folder, all messages in the conversation are moved.

 <http://bit.ly/ms-conversations>

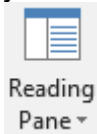
Reading Pane

What is it?

- A panel within your inbox, that allows you to view the email message list and view the full message in the reading pane at the same time.
- Allows you to quickly scan messages, but also takes up valuable screen real estate.

How do I enable/disable?

- On by default, click the **View** tab >>



click >> select the desired **pane location** or select **Off** to remove the reading pane.



Pressing the space bar moves you through your messages, but also marks messages as read.



Additional options are available. On **View** tab, click **Reading Pane>>Options**



<http://bit.ly/ms-readingpane>

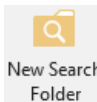
Search Folder

What is it?

- A virtual folder that allows you to view all email messages that meet criteria you have selected from any Outlook location (e.g. saved to different folders, inbox).
- Use predefined (e.g. Mail with attachments) or customized criteria (e.g. messages with the words “purchase order” in the subject field).

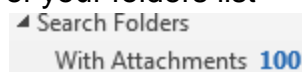
How do I create one?

- Click the **Folder** tab >>



click >> select a **predefined** search listed or click **Create a custom Search Folder** >> click **Choose...** to specify criteria >> click **OK**.

- Search folders appear at the bottom of your folders list under the heading **Search Folders**.



Search folders are virtual. There are no actual messages in the folders. They simply display messages matching the criteria you set.



To select different search folder options (e.g. show total number of both read and unread messages), right-click the search folder >> click **Properties...**



<http://bit.ly/ms-searchfolder>