Welcome to Tech Tip Tuesday - 5 Tips and tricks for getting the most out of Outlook.com

Below are 5 tips on how to better use and navigate outlook via the web. The information come from onmsft.com

1. Turn on Focused Inbox. It's usually on by default, but you can turn it on by clicking the settings cog in the top left corner of the screen and then clicking the toggle switch for *Focused inbox*. With focused inbox, Outlook filters the messages it thinks are most important
2. Train your Focused inbox by moving messages between Focused and Other. To do this, click the message from *Other* and then click the *Move to* button at the top of the screen. From there, choose *Always move to focused inbox*.
3. Use keyboard shortcuts to save you time during your busy day.
4. From the settings cog in the top right corner of the screen, you can search for common settings. This includes switching themes, sharing, forwarding, time zones, and a lot more.
5. Create a signature and set an out of office notification so you'll be able to customize your Outlook experience.

Organize your inbox
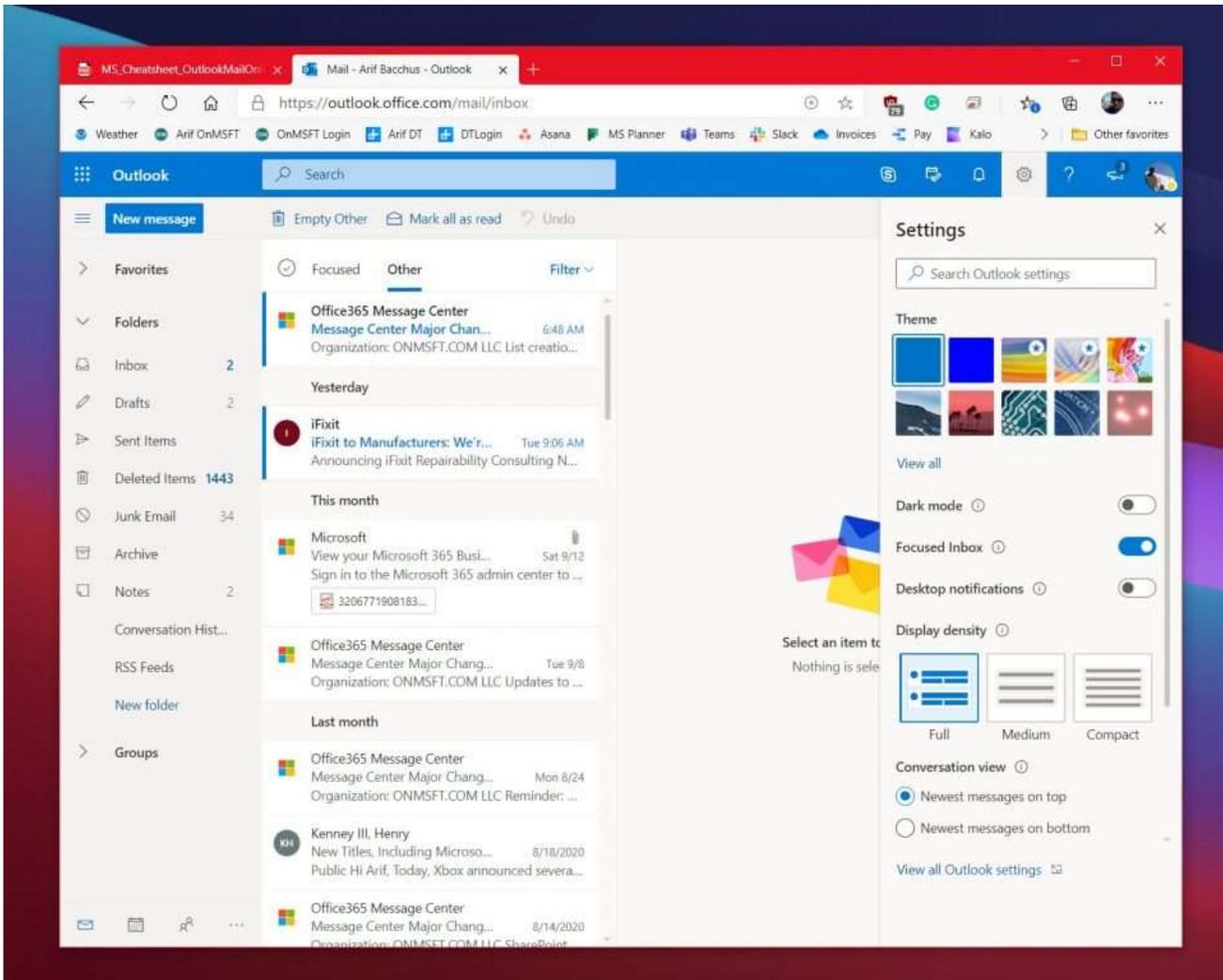
First on our list are some ways to organize your inbox. We suggest turning on Focused Inbox. It's usually on by default, but you can turn it on by clicking the settings cog in the top left corner of the screen and then clicking the toggle switch for *Focused inbox*. With focused inbox, Outlook filters the messages it thinks are most important. You'll be able to switch to the non-important messages at any time by clicking on the O*ther* section.

While you're here, you also can filter your inbox, too. Even with Focused inbox turned on, you'll still get some messages that don't apply to you, so feel free to use the Filter functions. Click the *Filter* button on the top right corner of the inbox to filter our messages. You can filter by unread, to me, flagged, mentions, attachments, sort, and a lot more.

Train your focused inbox
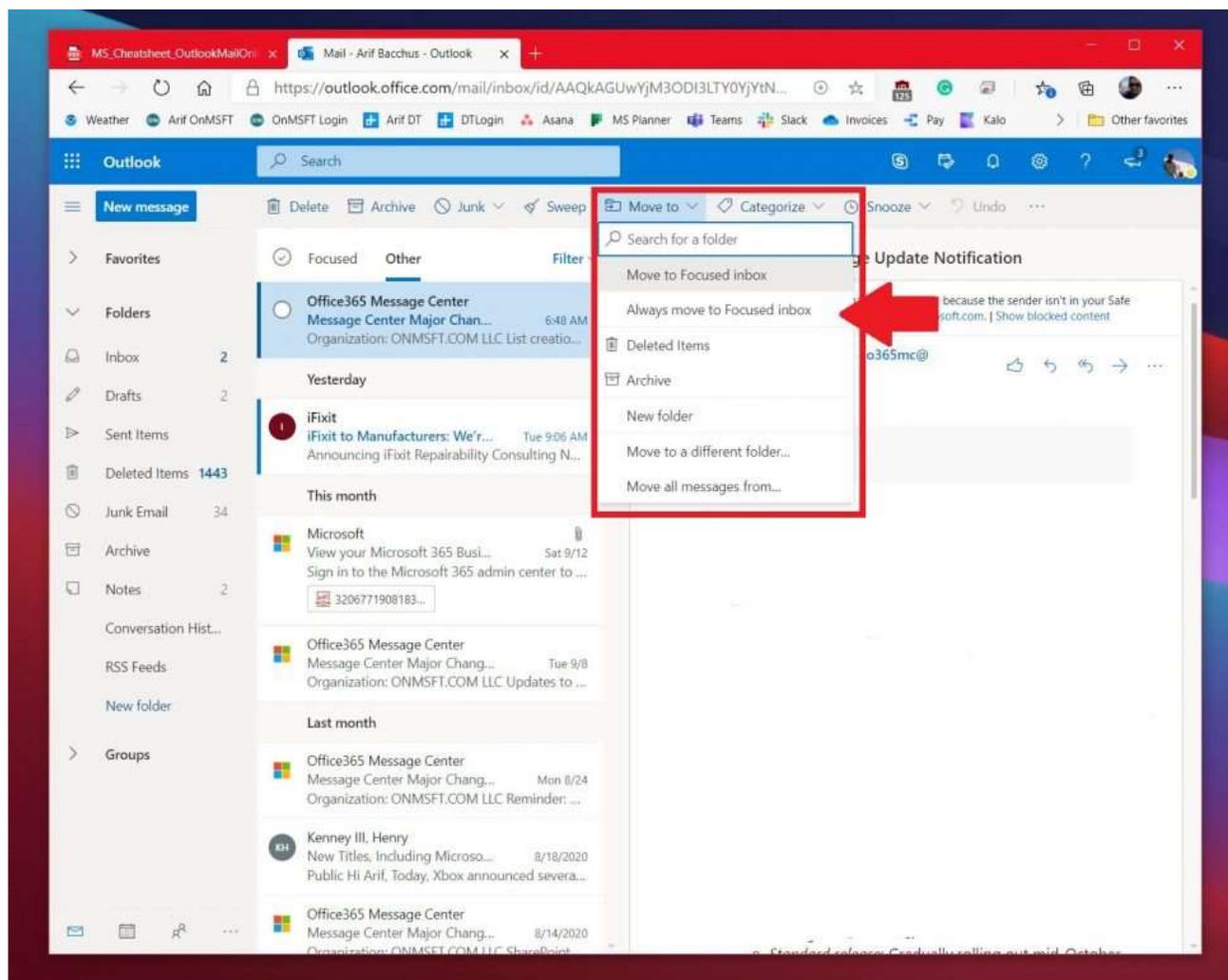
If your Focused inbox isn't exactly focused and messages are showing up in *Other* instead, there's a way to clean things up. For our second tip, we suggest training your Focused inbox by moving messages between them. To do this, click the message from *Other* and then click the *Move to* button at the top of the screen. From there, choose *Always move to focused inbox*. With this option selected, messages from this sender will always go to your focused inbox, to put it in view.

Try keyboard shortcuts

| Shortcut	Keys to Press
New Message	CRTL+N
Reply	CTRL+R
Reply All	CRTL+SHIFT+R
Forward	CTRL+SHIFT+F
Previous/Next	Up/Down keys

Want to save time during your busy day when using Outlook.com? Why not use some keyboard shortcuts instead of having to drag your mouse. Just like Word, Excel, and PowerPoint, Outlook on the web has some keyboard shortcuts for common functionality. With these shortcuts, you'll be able to save some time and maybe get some more work done. Have a look at the table above, and check out the full list here at Microsoft.

Feeling lost? Search for settings for help
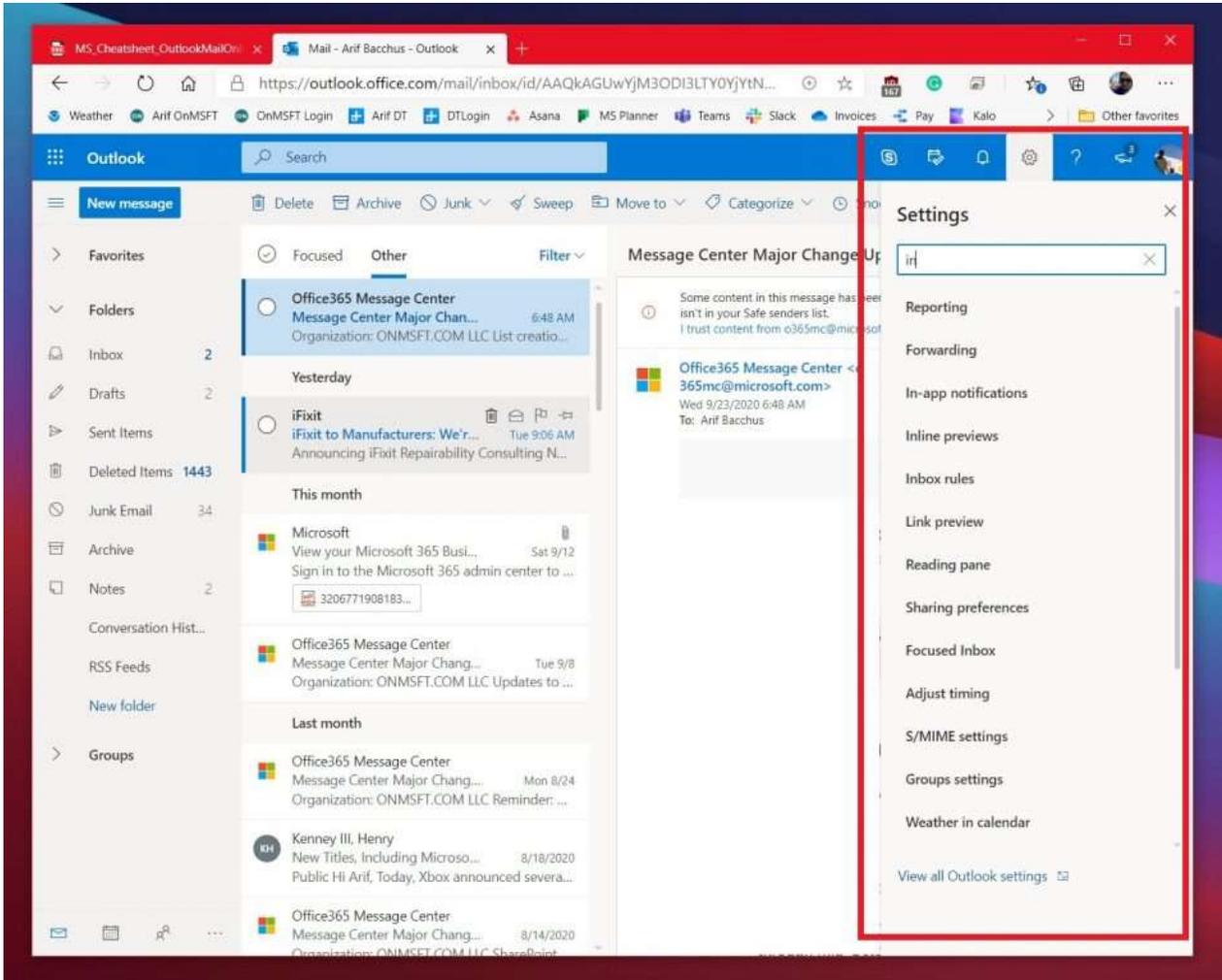
If you're a novice at Outlook.com, it might be easy to get lost. You might not understand how to change a setting for something related to your inbox, reading messages, sending messages, or more. Well, Microsoft has your back. From the settings cog in the top right corner of the screen, you can search for common settings. This includes switching themes, sharing, forwarding, time zones, and a lot more. You also can click the link to view all of Outlook settings. It's available at the bottom.

Create a signature or set an out of office notification
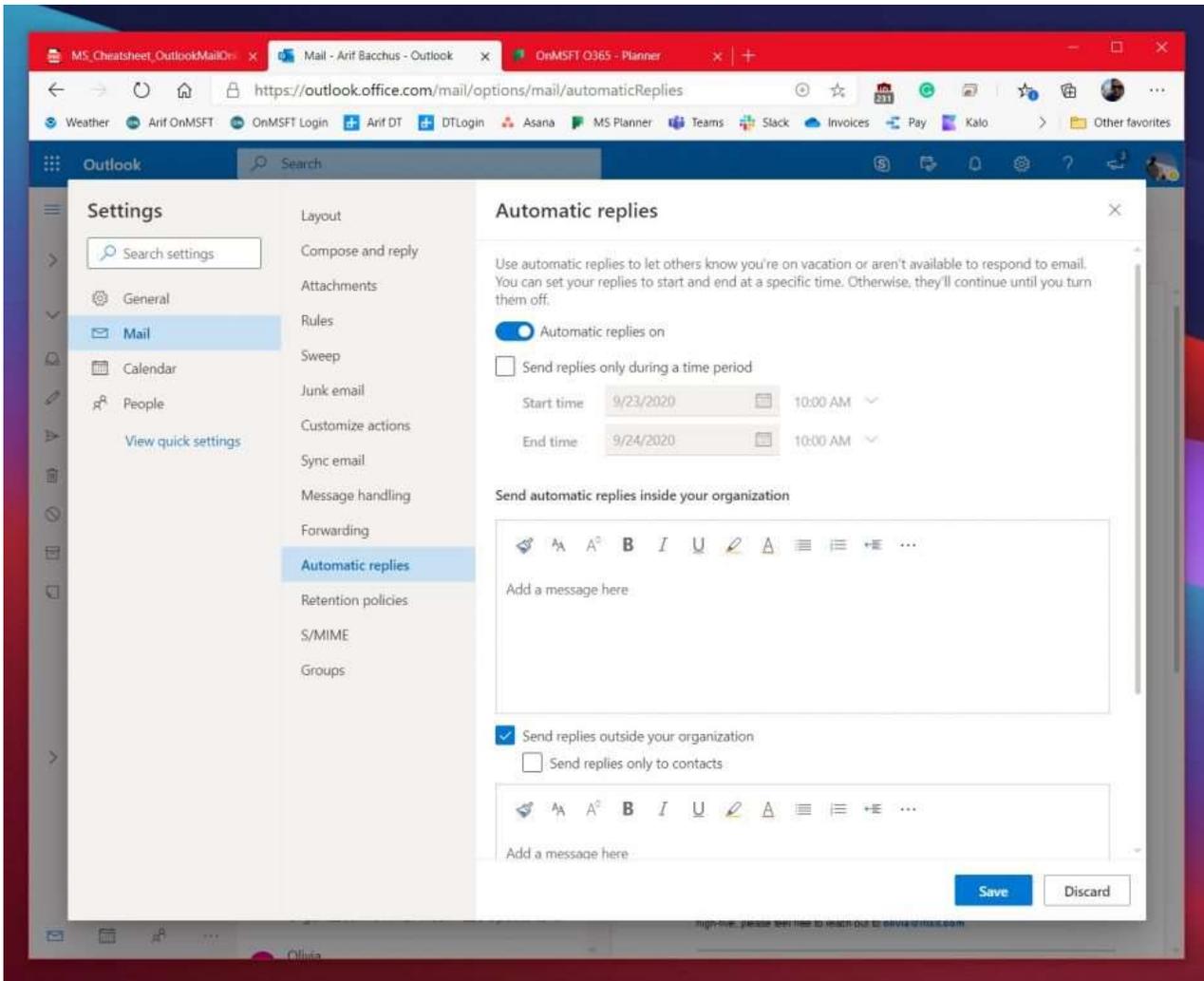
Final on our list are two things which will be useful for you. The first is to create a signature, and the second is to set an out of office notification. Creating a signature gives your emails a personal touch, and out of office notifications will auto-reply to messages when you're not available for work.

To set up a signature, go to the *settings* menu, and then choose *View all Outlook settings*. From there, click *Mail* followed by *Compose and reply*. From that page, you'll be able to create a signature to automatically be added to your email messages. You can choose to include it on new messages that you compose, or messages that you forward or reply to, as well.

Lastly, to set an out of office notification you can head back to the *settings* menu and choose *view all outlook settings*. From there, click *mail,* and then *Automatic Replies*. Choose the checkbox to turn on the auto-replies, and then enter in a time and date to send replies and then enter your message (about being out of office) and then click *Save.*