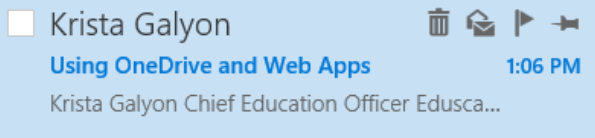
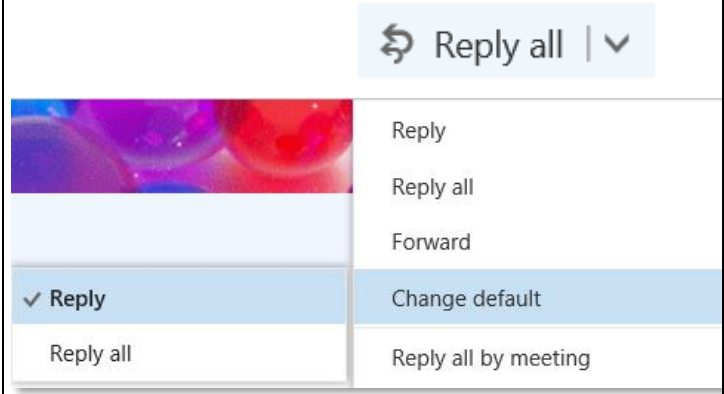


Outlook Mail Tips and Tricks

Reply Default

Click the downward arrow next to *Reply all*. In the menu that appears, you can change your default setting to either *Reply* or *Reply all*.



Message Actions

When you place your cursor on a message, the following icons appear:

- Delete* – Throws message into the *Deleted Items* folder.
- Mark as unread* – This changes the appearance of the message to being unread.
- Flag* – When you flag a message, it asks you when you want to follow-up with the message. You will then receive a notification reminding you about the message.
- Pin* – This keeps the email at the top of the inbox.

All Menu

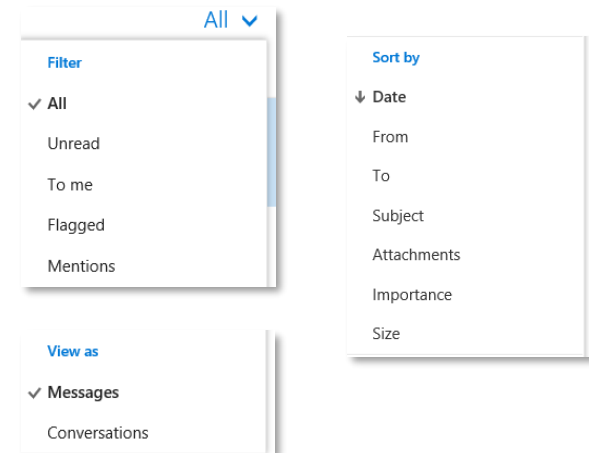


The *All* menu allows users to filter and sort their email as well as change the view.

View as:

Messages – This is the traditional view with messages sorted into the *Inbox* and *Sent* messages.

Conversations – This groups emails (both sent and received) into conversations that are located in the *Inbox*.



✓ OK ✗ Cancel

Offline settings

After you turn on offline access, you can use this compu

Turn on offline access

The *Inbox* and *Drafts* folders are always synced so you c are also synced. You can choose other folders to sync in

Using Mail Offline

Is your internet connection spotty? You can check and write emails while offline! To find these options, click the *Gear* icon in the upper right-hand corner and select *Offline settings*.