Extras

Adding an Account
Outlook on the Web can configure multiple accounts. To add an additional account:
1. Click the **App Launcher** button and select **Mail**.
2. Click the **Settings** button on the **Nav** bar.
3. Select **Options** from the drop-down menu.
4. Click to expand the **Mail** shortcut in the **Navigation** pane.
5. Click **Connected accounts** in the **Accounts** section.
6. Click the **Add Account** + button.
7. Enter the account information and click **Next**.
8. Click the **Finish** button.

Editing Account Information
1. Click the **App Launcher** button and select **Mail**.
2. Click the **Settings** button on the **Nav** bar.
3. Select **Options** from the drop-down menu.
4. Click to expand the **General** shortcut in the **Navigation** pane.
5. Click **My account** in the **Accounts** section.
6. Click **Edit information**.
7. From here, you can do one of the following:
   - *To change your user photo,* click the **Edit** button. Click **Choose folder** and select an image from your files. Click **Open**. Click the **Save** button when you are finished.
   - *To change your display name,* enter a new display name in the **Display name*** section.
8. Click the **Save** button when you are finished.

Creating an Inbox Rule
1. Click the **App Launcher** button and select **Mail**.
2. Click the **Settings** button on the **Nav** bar.
3. Select **Options** from the drop-down menu.
4. Click to expand the **Mail** shortcut in the **Navigation** pane.
5. Click **Inbox rules** in the **Automatic processing** section.
6. Click the **Add Inbox Rule** + button.
7. Enter a name for your rule in the **Name** section.
8. Select conditions and actions for your rule from the drop-down menus. (*If you want to add more than one condition or action, click **Add**.*)
9. *Optional:* To add an exception to your rule, click the **Add exception** button and select an exception from the drop-down menu.
10. Click the **OK** ✔ button when you are finished.

NEW! Organizing Your Inbox with Sweep
The Sweep feature helps you keep your inbox clean by allowing you to take certain mass actions on an email from a particular sender.
1. Select an email from the sender from which you want to sweep.
2. Click the **Sweep** button.
3. Select one of the **Delete** or **Archive** options from the drop-down menu.

NEW! Undoing an Action
In dragging and dropping messages to folders, you may accidentally lose track of something, or drop it into the wrong folder. To undo an action, click the **Undo** ↻ Undo button in the upper right corner of your **Outlook Mail** screen.

Using Outlook on the Web Light
If you are using an older browser or need to use a screen reader, you can turn on a simple HTML version called Outlook on the Web Light.
1. Click the **App Launcher** button and select **Mail**.
2. Click the **Settings** button on the **Nav** bar.
3. Select **Options** from the drop-down menu.
4. Click to expand the **General** shortcut in the **Navigation** pane.
5. Click the **Light version** shortcut.
6. Check the box beside **Use the light version of Outlook on the web**.
7. Click the **Save** button when you are finished.
Note: Your changes will take effect when you next sign in.

Shortcuts

Navigate top regions	Ctrl + F6
Send Email	Ctrl + Enter
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + F
Reply with Meeting	Ctrl + Alt + R
Find a Contact	F11
Address Book	Ctrl + Shift + B
Move between sections	Tab
Search	F3
Find	Ctrl + Shift + F
Undo	Ctrl + Z
Print	Ctrl + P
Check Spelling	F7
Check Names	Ctrl + K
Check for New Messages	Ctrl + M
Go to Next Message	Ctrl + .
Go to Previous Message	Ctrl + ,
Save	Ctrl + S
Create new item	Ctrl + N
Close	Esc
Move	Tab
Select	Enter
Rename	F2
Mark as Unread	Ctrl + U
Mark as Read	Ctrl + Q
Select the last message	End
Select the first message	Home