

O365 Outlook Tips

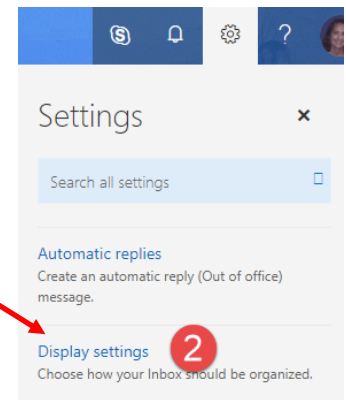
A. Combine FOCUSED and OTHER Inbox streams

Instead of having to view both a Focused and an Other Inbox list, you can combine them to ONE stream of inbox emails:

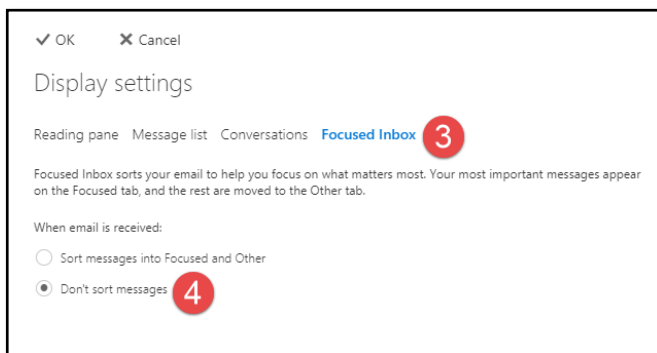
1. Click on the **SETTINGS** icon in the menu bar, at top right



2. Select **DISPLAY SETTINGS**



3. Select **FOCUSED INBOX**
4. Select **DON'T SORT MESSAGES**
5. Select **OK**



B. Change your default reply from REPLY ALL to REPLY

1. Click on the **SETTINGS** icon in the menu bar, at top right
2. In the **SEARCH ALL SETTINGS** box, type *reply*
3. Select **REPLY OPTIONS**
4. Change the default to **REPLY**, select **SAVE**

