Recommended 'Settings' for Office 365 Outlook Email – Jan 2019

Outlook through 'Office 365' can be challenging to use, but there are a few changes that can be made to improve the user experience. There are a number of ways that you can undertake all of these tasks, but here are my recommendations:

Conversations
You may find that some of your emails appear to get lost in a list of other emails with the same or similar subjects. This is because, by default your Inbox and Sent box are set to show as 'Conversations'. You can switch this to 'Messages' instead, which will give you a more traditional, separated look.

1. Navigate to your 'Inbox', choose 'Filter' from the top, right hand corner of the screen. Choose 'Show as' from the drop down and change the setting to 'Messages'.
2. **Repeat** process for your 'Sent' folder and any other folders that you may have created.
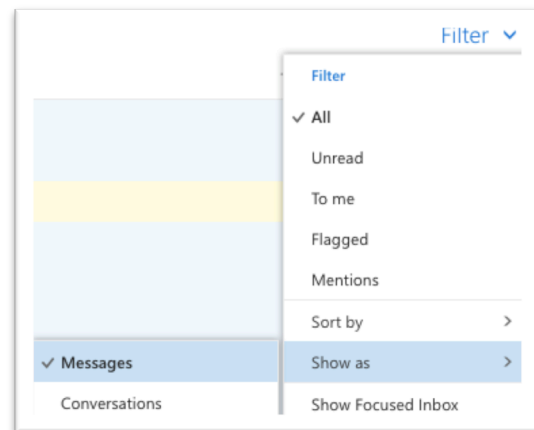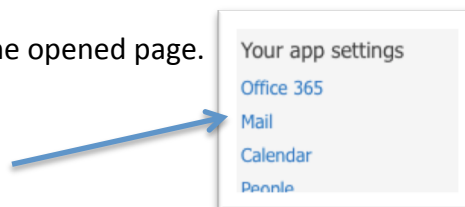

Reply all
When replying to emails using your Office 365 account, the default setting is 'Reply All'. Whilst this can be useful, there are often times when replying to everyone is not appropriate and even potentially, a data security risk or worse! I would recommend changing this default setting to 'Reply'. You can always choose 'Reply all' to an individual message should you need to use it:
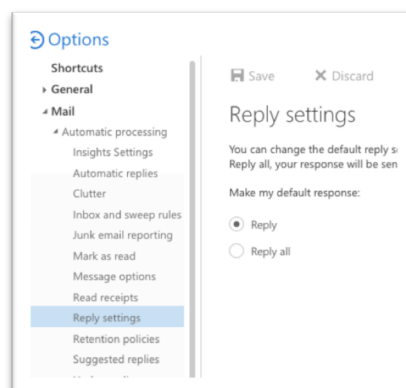
1. Choose the 'Settings' cog.
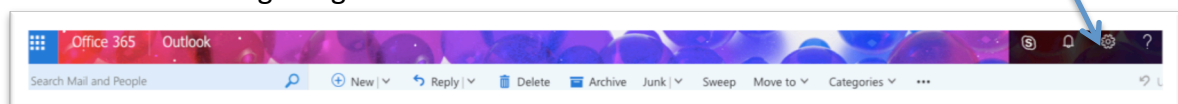
2. Select 'Mail' towards the bottom of the opened page.

3. Select 'Reply settings' from the list, choose 'Reply' and then 'Save'.

Focused Inbox

By default, your Inbox will be split into 'Focused' and 'Other'. This is in effect, splitting your Inbox into what is considered important and what is not. A number of key emails can be lost in the 'Other' box and I would recommend turning this feature off:

1. Navigate to your Inbox, then choose 'Filter' in the top, right hand corner of your screen. Untick the 'Show Focused Inbox' option.
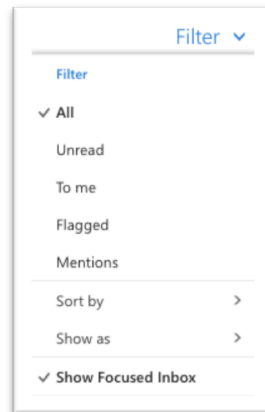
Reading Pane

By default, you have a visible 'Reading Pane' on your screen. I find that removing this allows you to view more messages, with their subjects clearly visible:

1. Choose the 'Settings' button as previously shown.
2. Choose 'Display Settings' from the drop-down list.
3. Choose 'Hide reading pane' and then click 'Ok'