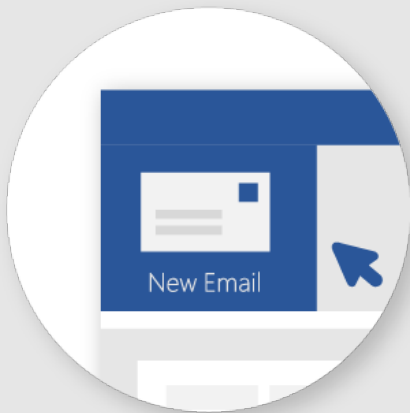


# 5 ways to make Outlook work for you



## 1 Sign off in style



Open a new message.



On the ribbon, select **Signature**, then **Signatures**.



Select **New** and name your signature.

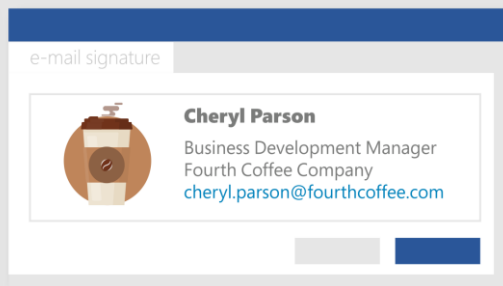
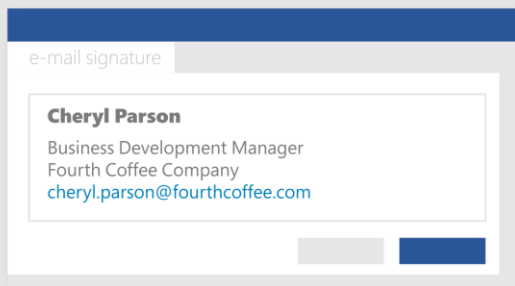
Now, add your contact information.



How-to steps and video: [aka.ms/outlooksignature](https://aka.ms/outlooksignature)



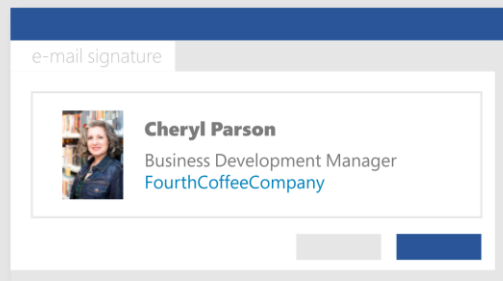
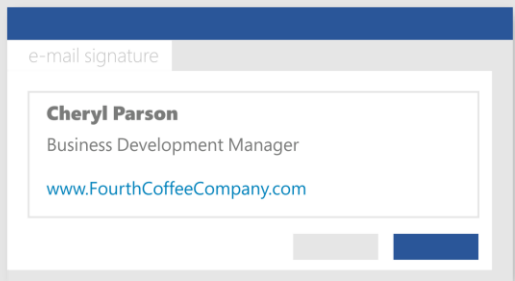
Text



Logos



Links



Images

## 2 Get attention with a mention

The @ symbol is the key to ensuring your email gets noticed. Plus, it's an easy way to add people to the To line.

Type

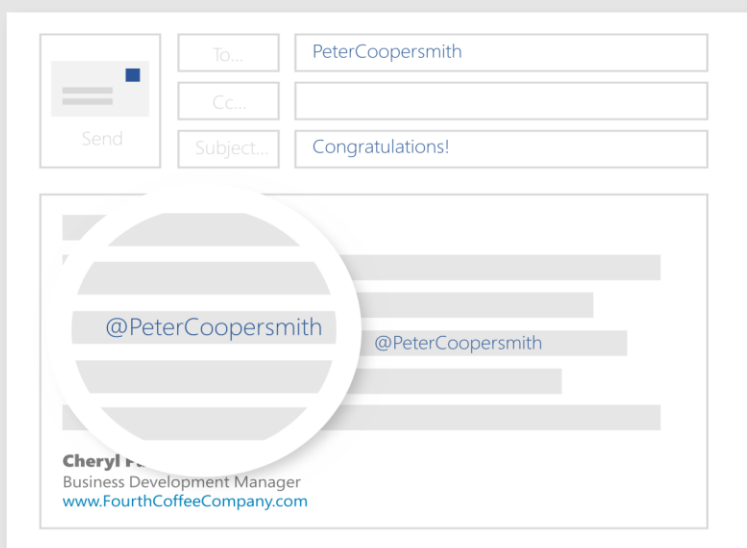


before a person's name anywhere in the body of the email.

Everyone you @mention is automatically added to the To line. Outlook will show the @ symbol in their message list in their inbox to get their attention.



How-to steps and video: [aka.ms/outlook@mention](https://aka.ms/outlook@mention)





Chat and co-author Word, Excel, and PowerPoint files. See [aka.ms/collaborate](https://aka.ms/collaborate)

### 3 Work together on one file



Select a file from your computer.



Attach the file to your message.



Select the drop-down next to the file name.



Upload to OneDrive.



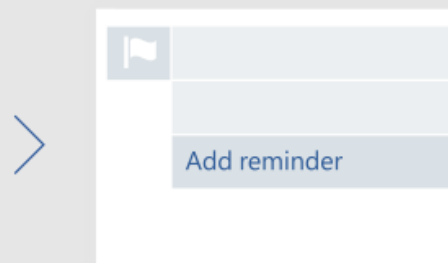
### 4 Don't forget a thing with reminders



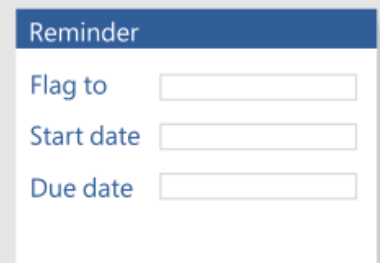
Flag time-sensitive messages to remind you to follow up, reply, call, and more.



Select the flag icon in the message list.



Right-click the flag and select **Add reminder**.



Set your reminder options.

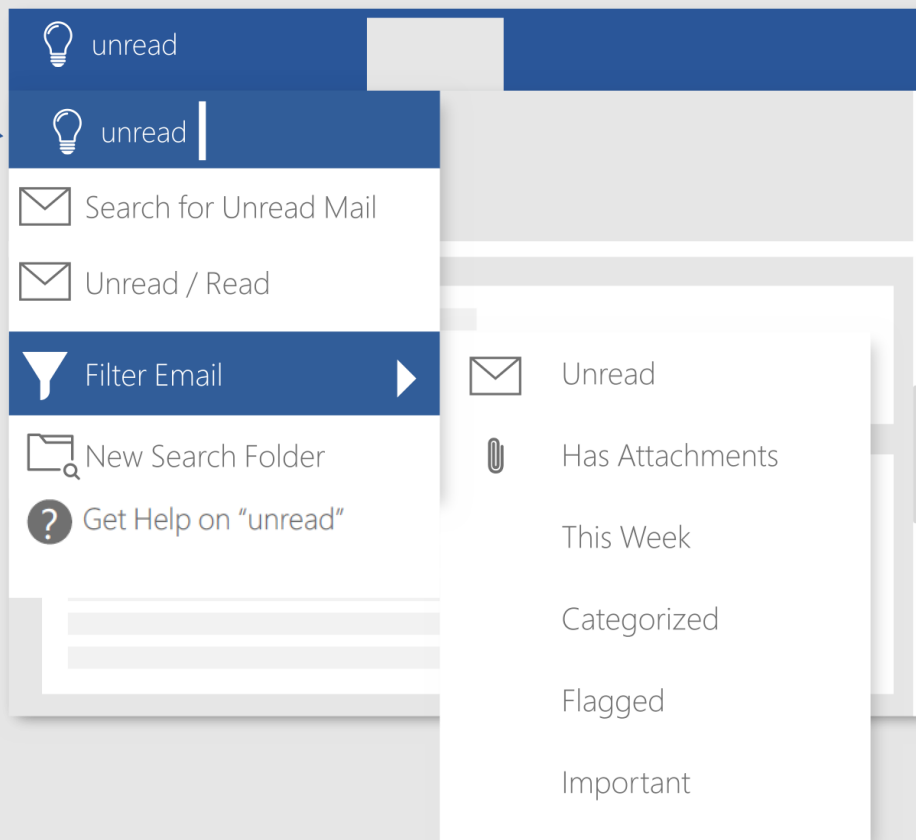
## 5 Have questions? Ask "Tell me"

Use the **Tell me what you want to do box** to learn more about all the things you can do in Outlook.



How-to steps and video:  
[aka.ms/outlooktellme](https://aka.ms/outlooktellme)

Type an action, for example, **unread**.



Then select one of the search results or select **Get Help**.

*See more tips, videos, help, and training*

# *Visit [aka.ms/officetips](https://aka.ms/officetips)*

These experiences are available in Outlook 2016 and Outlook for Office 365.

