

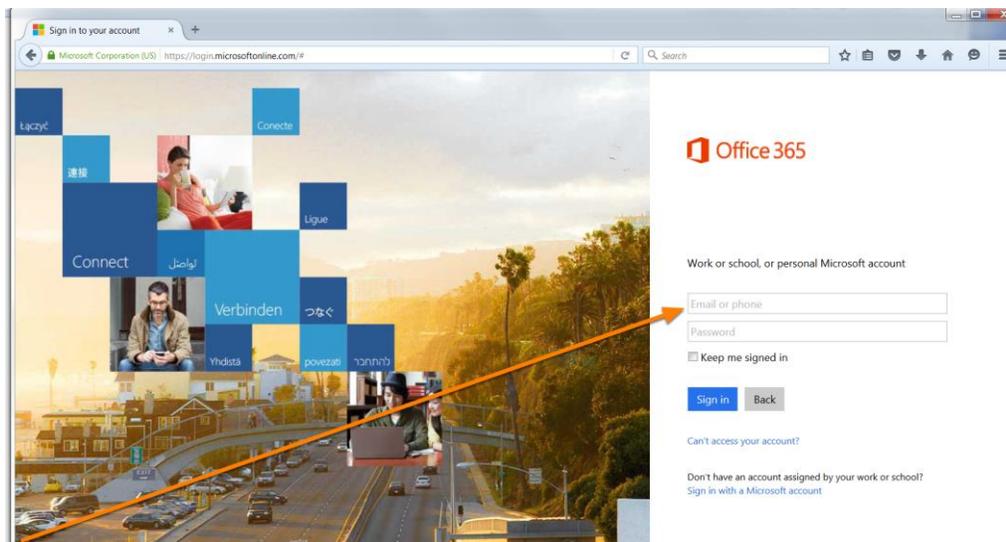
What's new in Outlook 2016 for Mac

Use clutter to sort low priority messages

Outlook 2016 (Mac)- Use Clutter to sort low priority messages

Clutter can help to filter low-priority email, saving time for your most important messages. The email server keeps track of the email you read and the ones you don't. As new email comes in, it takes messages you're most likely to ignore and puts them into the **'Clutter'** folder.

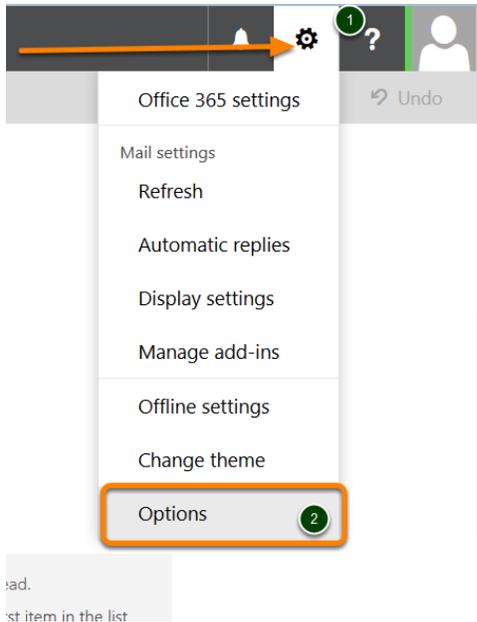
Turn Clutter 'on'



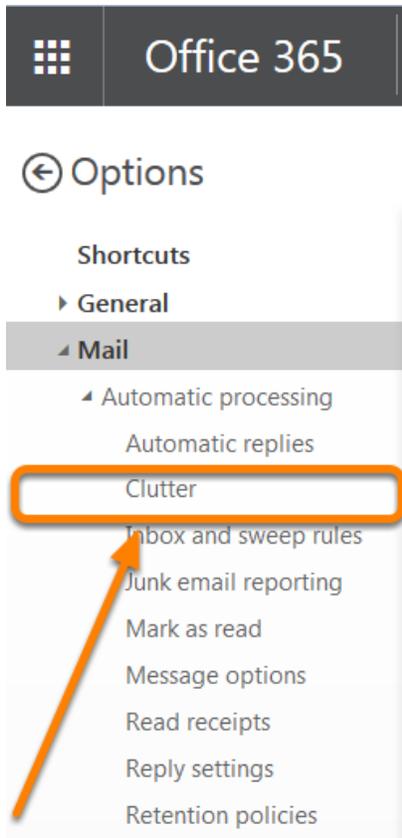
Sign in to **Office 365 Outlook Web App**



Click **Mail**



Click **Settings icons** >> Click **Options**



In the left pane, under **Options**, click **Mail** >> select **Automatic processing** > Click **Clutter**

 Save  Discard

Clutter

Clutter is still trying to learn how you use email. You can help it learn by moving email that is unimportant to you to the Clutter folder.

When email is received:

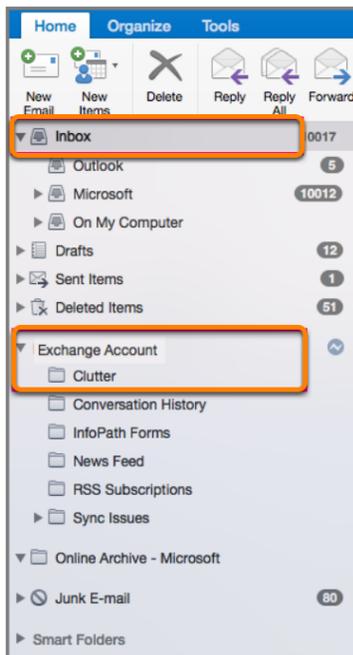
- Separate items identified as clutter
- Send me notifications about messages that are separated as clutter

[Learn more about Clutter](#)

Got a few extra seconds? We'd love to know what you think about Clutter.

Under When email is received: >> Select **Separate items identified as clutter** and **Send me notification about messages that are separated as clutter**
Click **Save**

Find the Clutter folder

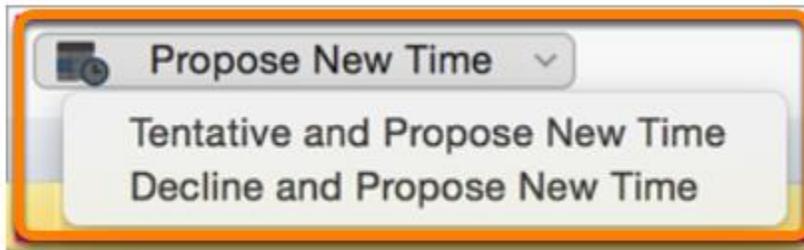


In the left pane, under Inbox, click to open your **Exchange account**, >> click to open the **Clutter** folder.

[Propose a new meeting time](#)

Outlook 2016 (Mac)- Propose a new meeting time

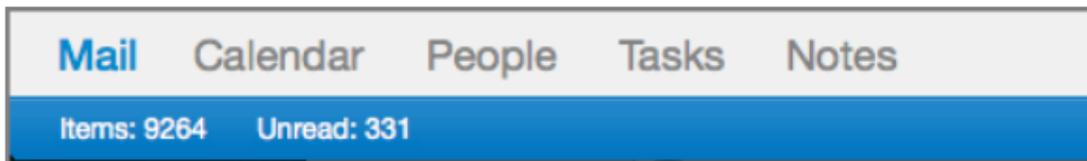
When you receive a meeting invitation for a time that conflicts with another appointment on your calendar, you can propose a new meeting time from your email inbox or calendar.



Click **Tentative and Propose New Time** or **Decline and Propose New Time**

[Navigate easily between the main Outlook elements](#)

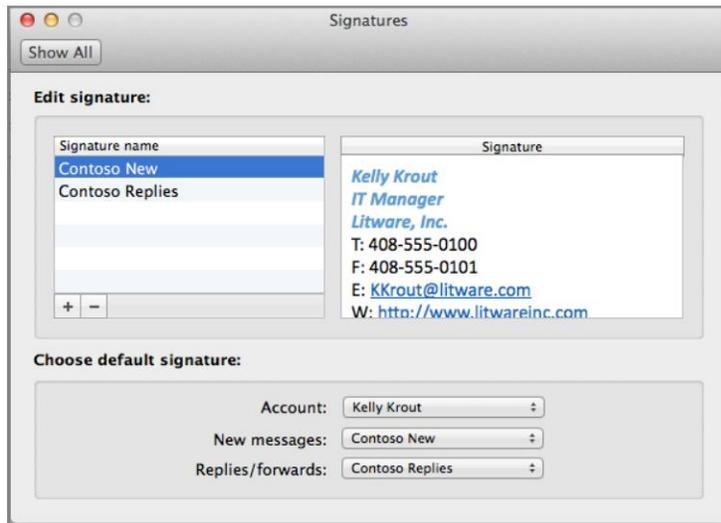
Outlook 2016 (Mac)- Navigate easily between the main Outlook elements



Just above the status bar at the bottom of the screen, you'll find a clearer view of Mail, Calendar, People, Tasks, and Notes for easy navigation.

Use different signatures for new messages and replies

Outlook 2016 (Mac)- Use different signatures for new messages and replies



Outlook makes it simple to customize and change email signatures, so you can use different signatures for new messages and responses. You can also set different default signatures for each of your email accounts.

Create an email signature

1. On the **Outlook** menu >> click **Preferences**
2. Under **Email** >> click **Signatures**
3. Click **Add a signature**
4. Double-click **Untitled** >> and then type a name for the signature. This name does not appear in the signature in your messages; it is only for your reference.
5. In the right pane >> type the text that you want to include in the signature.
6. Close the **Signatures** box.

Add a signature to a message

1. Click in the body of your email message.
2. On the **Message** tab >> click **Signature** >> choose a signature from the list

Add a signature automatically to all messages

1. On the **Outlook** menu >> click **Preferences**
2. Under **Email** >> click **Signatures**
3. Under **Choose default signature**, select the account for which you want to set a default signature. You can also specify whether you want the signature to be added to new messages, replies/forwards, or both.
4. Close the **Signatures** box

[Use side-by-side calendars to see others' calendars](#)

Outlook 2016 (Mac)- Use side-by-side calendars to see others' calendar

When you manage other people's calendars or have to coordinate events with other people, you can use side-by-side calendars to see others' calendars in one view. You can view up to 3 calendars at a time!



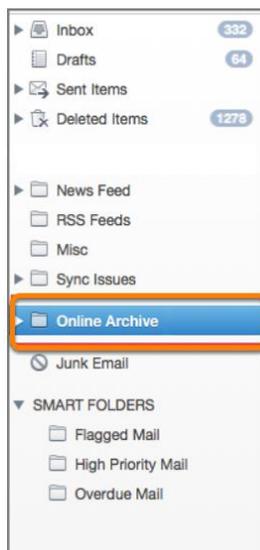
At the bottom of the navigation pane, click **Calendar**.

In the navigation pane, select the **calendars you would like to view**. If you have multiple calendars, expand the My Calendars group, and then select a calendar. If you don't see the calendar that you want, collapse the categories list.

[Online Archive](#)

Outlook 2016 (Mac)- Online Archive

Move your messages from your Inbox to the online archive on the server to make space on your primary account mailbox. The online archive folder shows in the folder pane with the rest of your folders allowing you to access your archived mails anytime you want.



Category sync

Outlook 2016 (Mac)- Category sync

Categories including **name and colors are no longer locked in your computer**. The categories sync with the Exchange or Office 365 subscription accounts and your categorized items show the same in Outlook for Mac, Outlook for Windows, and the Outlook Web Application (OWA)

Categorize an item



5. Select an item in the item list.
6. On the **Home** tab >> click **Categorize** >> click a **Category**