Outlook: Some features may be new for you!

Below is the default view for Outlook email.

Focused Inbox can be turned off (or back on) from the View Menu. Toggle on and off by selecting the "Show Focused Inbox."

Phish Alert Button: Think before you click. More than 90% of successful cyber-attacks start with a phishing email. If you suspect you have received a Malicious or Suspicious email, report it to Security by selecting the Phish Alert Report button.

Incoming Spam messages are automatically routed to the Junk Folder.

Incoming Graymail messages are automatically routed to the Promotions Folder.

Resource & Archive Mailboxes

Quickly Chat with the sender and/or all recipients of the email. Or, quickly schedule a meeting.