

Introducing Outlook on the web - Customizing

Outlook is your one-stop application for Microsoft 365 emails, calendars, contacts, notes and tasks. We have produced a number of guides to help you get the most out of the browser version of Outlook.

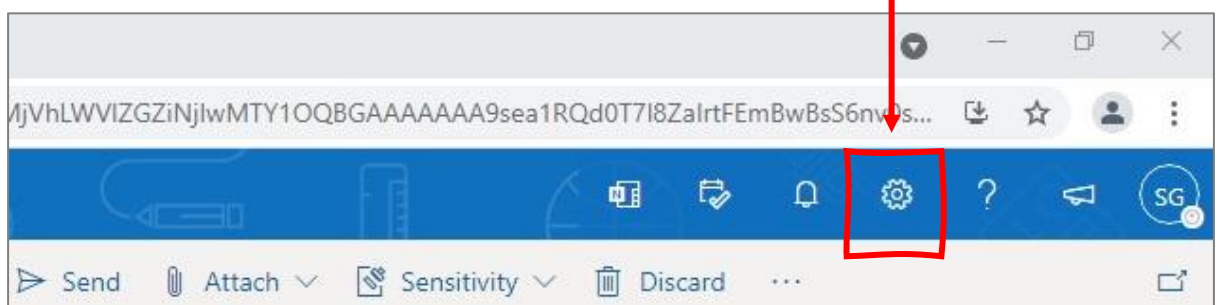
Customizing your Outlook

There are a number of ways you can customize Outlook to suit your own preferences and needs. These include:

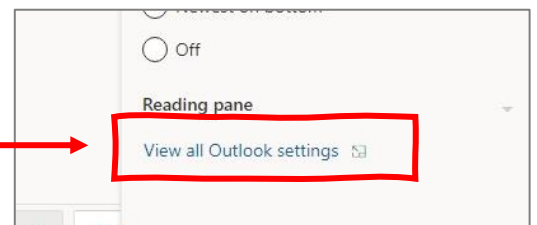
- Changing the page layout
- Adding a signature
- Compose and reply settings
- How to manage attachments
- Rules for incoming messages
- Manage your blocked and safe sender lists
- Customizing buttons and Page Layout

These settings are all available on the **Settings** menu. To open:

- Click on the **Settings** icon on the title bar (top of the page)



- Click on “**View all Outlook settings**” at the bottom of the Quick Settings pop-out

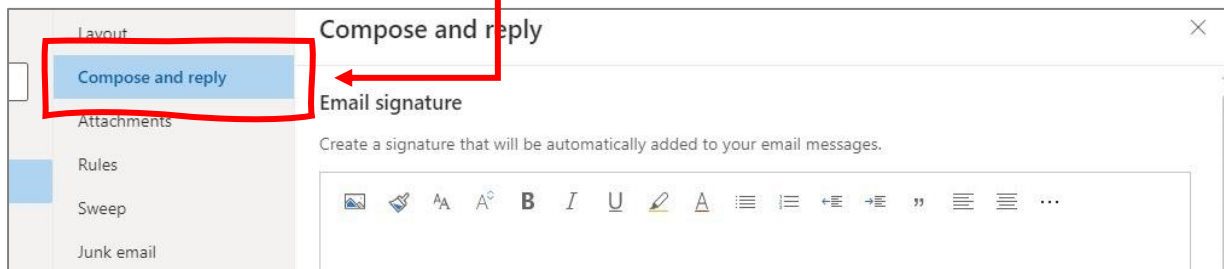


This will open the advanced settings pages.

Adding an email signature

Open the **Advanced Settings** page (as above)

Click on **“Compose and reply”**

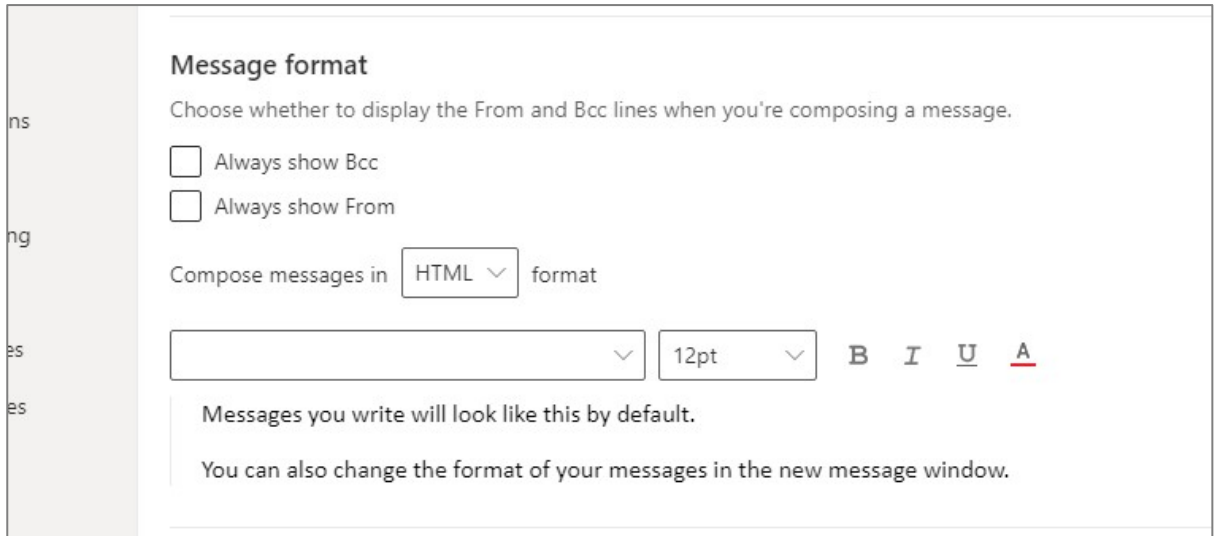


Add and format your signature using the standard tools.

A screenshot of the Outlook 'Email signature' settings page. The page title is 'Email signature' and it says 'Create a signature that will be automatically added to your email messages.' Below this is a text editor toolbar with icons for inserting images, deleting, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, quote, and more options. A red box highlights this toolbar, with a red arrow pointing from the text 'Add and format your signature using the standard tools.' to it. Below the toolbar, the signature text is displayed as 'A Teacher' followed by 'Stanley High School' and 'Southport' on separate lines. A blue callout box with a red border contains the text: 'Add and edit your signature text. You can include images as well as text'. Below the signature text are two checkboxes: 'Automatically include my signature on new messages that I compose' and 'Automatically include my signature on messages I forward or reply to'. A red box highlights these checkboxes, with a red arrow pointing from a blue callout box that says: 'Select options for automatically including the signature'. Below these are the 'Message format' settings, including checkboxes for 'Always show Bcc' and 'Always show From', and a dropdown menu for 'Compose messages in' set to 'HTML'. At the bottom, there is a text editor showing 'Messages you write will look like this by default.' and a 'Save' button highlighted with a red box. A blue callout box with a red border contains the text: 'When you have finished editing your signature, click “Save”.' with a red arrow pointing to the 'Save' button.

Other customization options include:

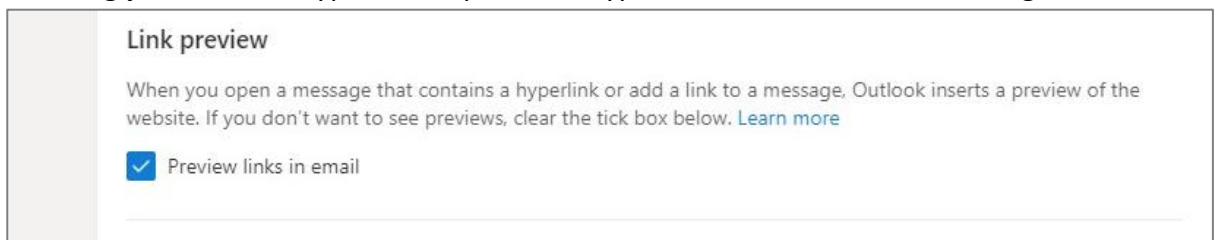
- **Message format** - chose whether to write using HTML or just plain text.



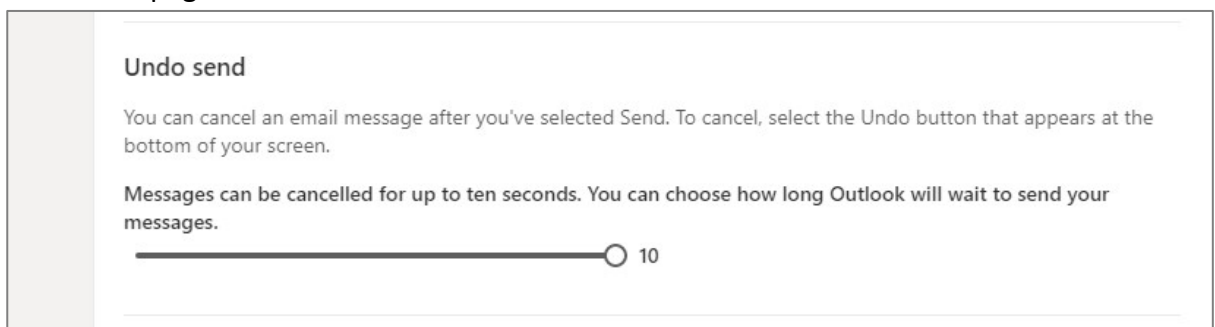
- Default **reply/reply to all** – set the default action



- Inserting **previews** for hyperlinks – previews hyperlinked content in the message



- Allow time to **undo** sending a message – Outlook will display an undo button at the foot of the page for the time set.



- **Suggestions and predictive text – turn these settings on or off**

Quick suggestions
As you type a message, Outlook can highlight keywords in the text and suggest helpful information, like restaurants near you, flight information, or schedules for your favorite sports teams. When you click a keyword, suggestions appear that you can insert in your message.

Offer suggestions based on keywords in my messages
 Use my browser location to find places near me

Suggested replies
When you open a message, Outlook might suggest replies below the message. If you select a reply, you can edit the reply before sending it.

Show suggested replies

Text predictions
Outlook can suggest words and phrases as you compose messages. When Outlook offers a suggestion, press Tab or the right arrow key to accept it.

Suggest words or phrases as I type

- **How to handle attachments – set defaults for how you share files**

Sharing preferences

For files I choose from OneDrive:

Ask me how I want to share them every time
 Always share them as OneDrive links
 Always share them as copies

For files I choose from group files:

Ask me how I want to share them every time
 Always share them as OneDrive links
 Always share them as copies

Warn me when I send a message that may be missing an attachment

- **Junk email settings – edit your blocked and allowed sender lists**

Junk email

Blocked senders and domains
Move email from these senders or domains to my Junk Email folder.

+ Add

This list is empty.

Safe senders and domains
Don't move email from these senders to my Junk Email folder.

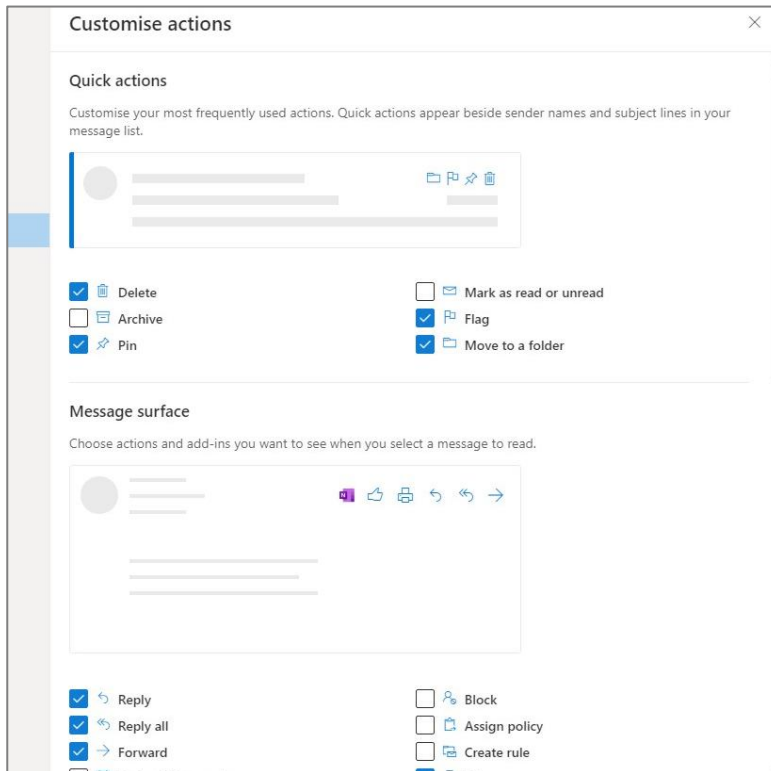
+ Add

noreply@email.teams.microsoft.com

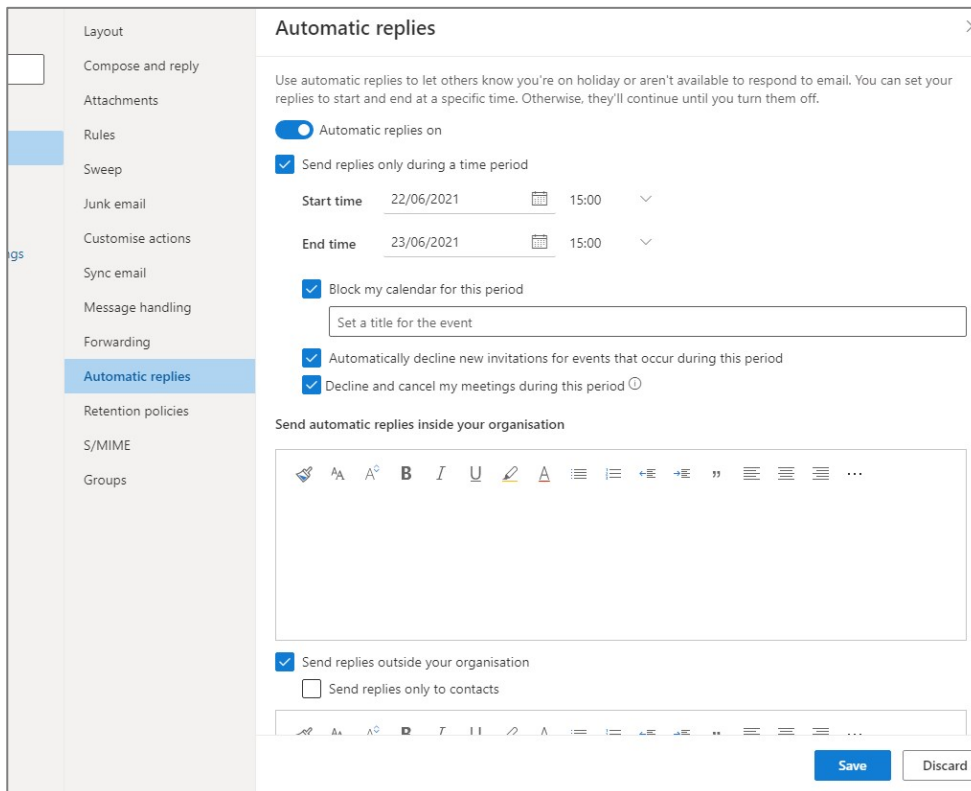
Filters

Only trust email from addresses in my Safe senders and domains list and Safe mailing lists
 Trust email from my contacts

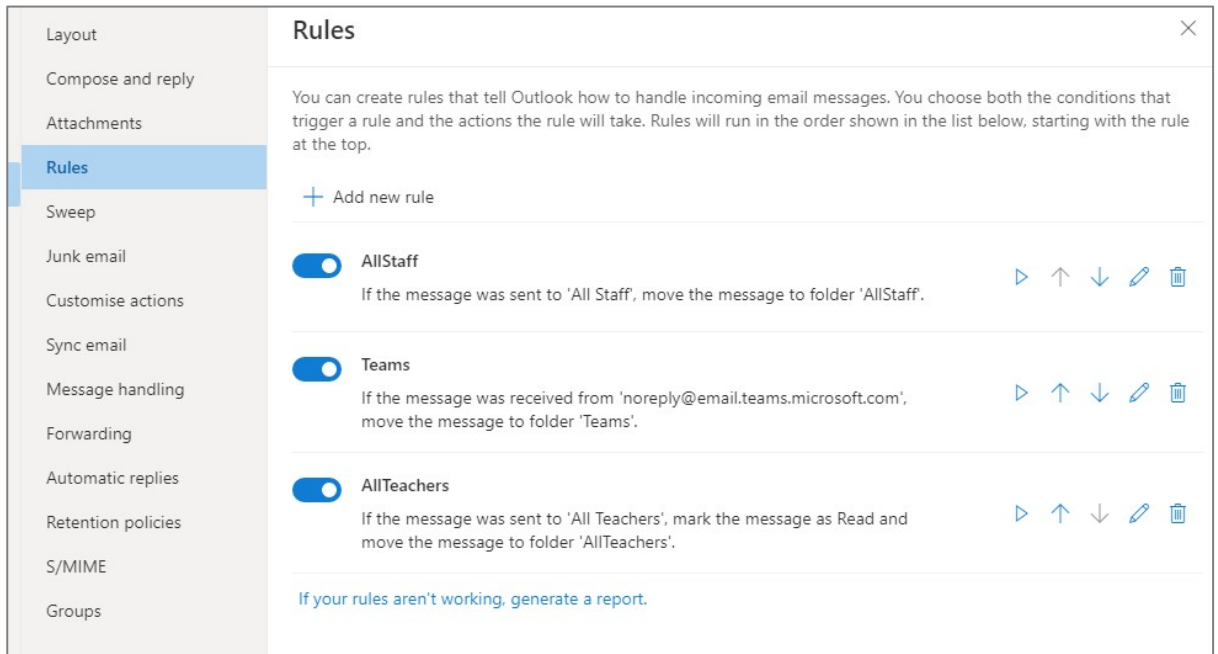
- **Buttons** – customise shortcut buttons on your messages to suite your own needs



- **Automatic replies** - out of office replies for when you are not at your desk



- **Inbox rules** – set automatic filtering your incoming messages



These are all found in the **Advanced Settings** page (Settings > View all Outlook settings)

You can also use this page to change settings for your Calendar, contacts and settings across all Apps, including your Categories, appearance, notifications, etc.

It is worth spending a few minutes looking through the options as you may find other ways to make Outlook work better for you.