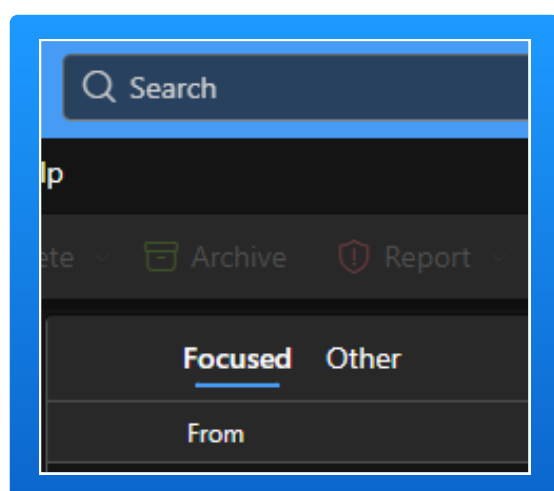# The **New Outlook**

CRASH COURSE

New Outlook is... well, **New Outlook!** It's a refresh to the email platform built around **streamlining the overall user experience** and **integrating common requests** that were absent in the older version of Outlook.
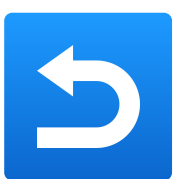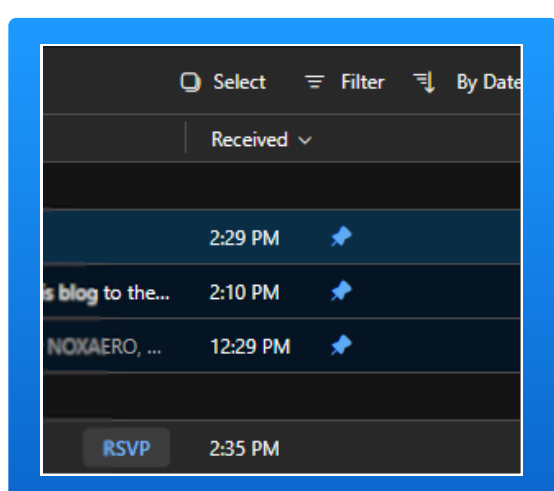
Smart Search

- Search with natural phrases like: **"emails from John last week"**
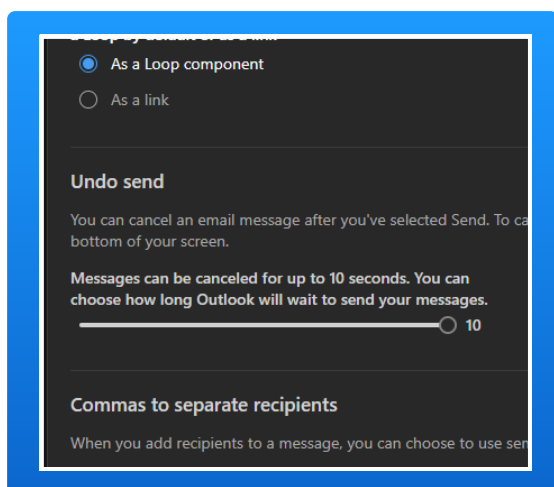- Suggestions and filters show as you type, **eliminating manual searching!**

Pinned Emails

- Keep important emails **stuck to the top** of your inbox.
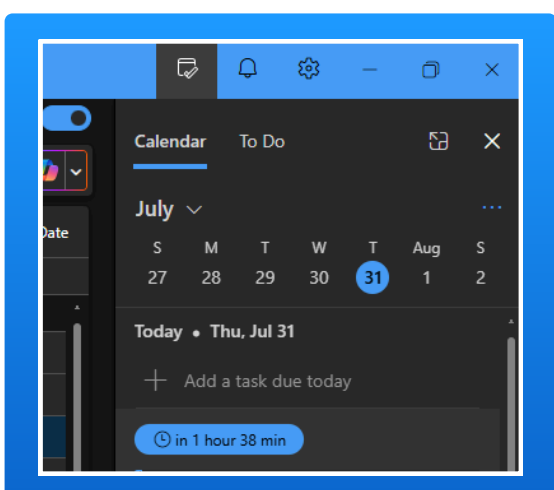- Great for **quick access** to your action items!

Undo Send

- Stop an email **after hitting send!**
- Turn this on in Settings to **set your buffer time** (e.g., 5–10 seconds)
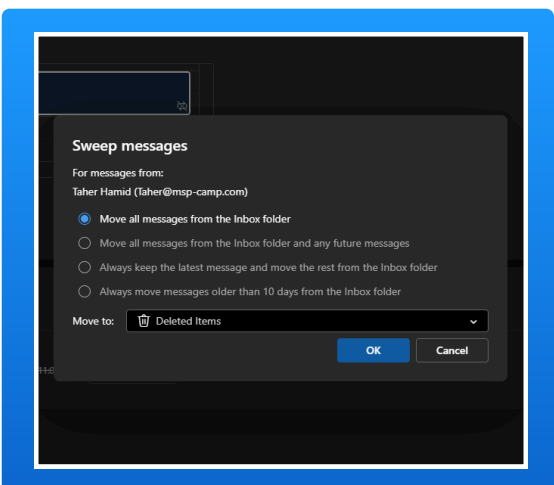

My Day Panel

- A **sidebar view** of your Calendar and Tasks while emailing!
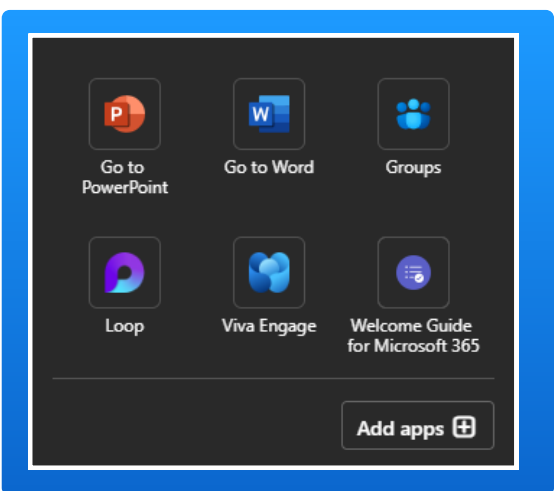- **Great for multitasking** without switching screens.

Sweep Tool

- Quickly clean up **recurring emails** from the same sender
- One-click action to **declutter your inbox!**

App Integrations

- Easily connect your **most used apps** to Outlook, with more options than ever.
- **Much more functionality** than just connecting Excel and Word!

Take a few minutes to explore these updated features, and let us know if there is anything you'd like us to cover in more detail!