Organize your emails into folders (use Rules).

If you want to streamline your email use, this is the obvious first step to control an overflowing inbox. Organizing your emails into a folder system that’s intuitive and easy to navigate makes the most sense — no more hours spent searching for that old email among thousands of others. In addition, an easy to navigate folder system will motivate you to deal with each email as it arrives instead of perpetually putting it off until later. And, adding rules to make sure the right messages get into the correct folders is a reliable way to utilize folders to the full advantage.
Folder > New Folder
Rules > Create Rule > Move to folder > (Advanced settings)

Take advantage of Outlook’s easy email templates.

If you find yourself composing the same kind of message over and over again, save one of the emails as a template so that you can quickly reference it in the future. Go to File > Save As… > Outlook template, then click on Items > Choose Form… > User Templates when you’re ready to put that pre-saved form to use.
Or, when in a new email, click View Templates > + Template

Save important emails, calendar events, and notes as files on your desktop or file directory—or move to OneNote.

This not only helps to streamline your inbox but also allows you to access crucial messages and events even quicker. Simply drag an email, calendar entry, or other note on to your desktop or into a folder, or click File > Save As if you’d like to save it in a specific file format. Then, when you’re ready to access it, double click and it will automatically open in Outlook.

Schedule delivery of an email.

Want to compose a message now but send it later? Outlook makes it easy. Write your email, then go to Options > Delay Delivery > Do not deliver before, then specify the time and date you want it to go out. Perfect for crafting a few timely responses before you hop on a plane or go into an afternoon of meetings.

Display emails as conversations.

This feature helps to make those long email threads a little easier to digest by showing all connected messages in one conversation view. And it’s easy to activate — simply click View > Show as Conversations.

Rely on sticky notes for quick reminders.

Press Ctrl + Shift + N from anywhere in the Outlook interface to create a new note that can be dragged and positioned anywhere on your screen. This is great for quick tasks that don’t need to be manually entered into your calendar.

Adjust desktop notifications so you’re only notified of the most critical messages.

If a notification pops up every time a message lands in your inbox, chances are you’ll end up distracted. But you also don’t want to miss important emails, so turn off desktop alerts in File > Options > Mail Options, then create a custom rule to only display alerts for messages sent to you by specific contacts.

Hot Keys

Hot keys can shortcut you to some of the most common actions in Outlook. Some common shortcut favorites are Ctrl + R (reply to an email), Alt + R (reply all), Alt + W (forward an email), Alt + S (send an email), and Ctrl + G (go to any date on your calendar).

Color-code

Color-coding the text of emails from certain individuals or with certain subject lines. Simply click on the Inbox, then View> View settings > conditional formatting > add > title >font