

Switching to Outlook mobile

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With Outlook mobile you get:

 Everything you need in one place

 To stay organized wherever you go

 Security you can trust

 Intelligence that anticipates your needs

 Fast, Simple, Intuitive

Setting up

1. Download the app

Many staff members may already have the Outlook Mobile application installed. For those who do not, it can be downloaded directly from www.O365.com/outlookmobile for both iOS and Android devices.

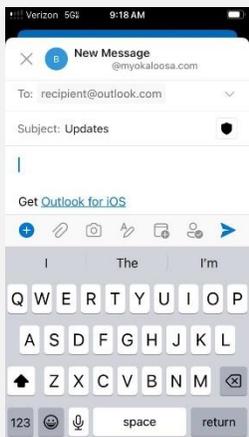
2. Add your email account

Visit the Outlook mobile [Help Center](#) and choose the set up option for your preferred device for detailed setup instructions. Choose ADD account, do NOT create a new account. For troubleshooting, visit [here](#).

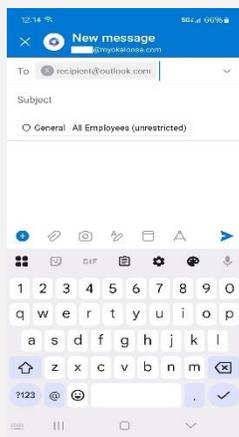
Get started with Outlook mobile

1. Send an email

1. Tap the **compose** button. On Outlook for iOS, it's in the top right corner. On Outlook for Android, it's in the bottom right corner.
2. From this screen, you can compose a message, add attachments, or [send your availability](#).
3. After you compose the message, tap the arrow in the top right corner to send it.



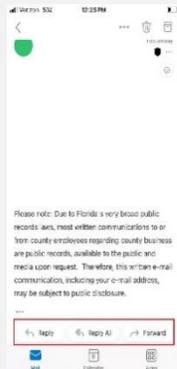
IOS



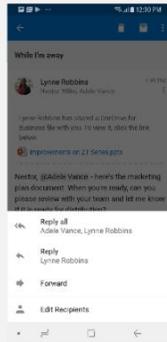
Android

2. Reply to an email

1. At the bottom of your email, Outlook for iOS and Android allows you to [Reply to All](#). You can also select the arrows  to [Reply](#), [Forward](#), or [Edit Recipients](#).



IOS

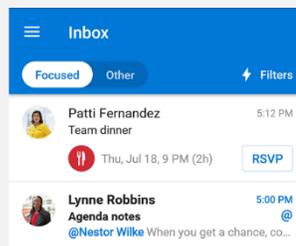


Android

3. Focus Inbox

[Focused Inbox](#) separates your inbox into two tabs—[Focused](#) and [Other](#). Your most important emails are on the Focused tab while the rest remain accessible on the [Other](#) tab. [View a video about Focused Inbox.](#)

We recommend you **Disable** Focused Inbox so all emails are listed to view at a glance. Do this by going to [Outlook Settings](#) then -> [Mail](#) then -> [Focused Inbox](#).



4. Arrange messages by threads

[Organize mail by thread](#) arranges messages as conversational threads based on the message Subject. Easily view all messages with the same Subject in the same thread. Just tap the message to view previous messages and conversations. *Organize mail by thread is on by default.*

1. Tap [Settings](#).
2. Scroll down to [Organize mail by thread](#), then tap the button  to toggle the setting.

5. Manage notifications

You can set email and calendar notifications for each of your accounts.

For app-specific content:

1. Open the Outlook app.
2. Go to **Settings > Notifications** under Mail OR Notifications under Calendar.
3. Change which email accounts you wish to see notifications for.
4. Set email notifications for Focused Inbox and Other inbox, Favorite People (see Pro Tip), or none.
5. Set calendar notifications by account.

Choose how your notifications show on your device:

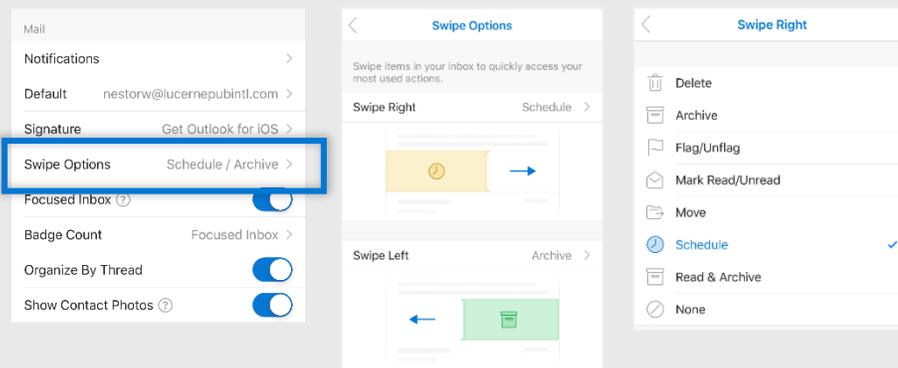
1. On your device, go to **Settings > Notifications**.
2. Scroll down your list of apps to Outlook.
3. Update how you wish to receive notifications.

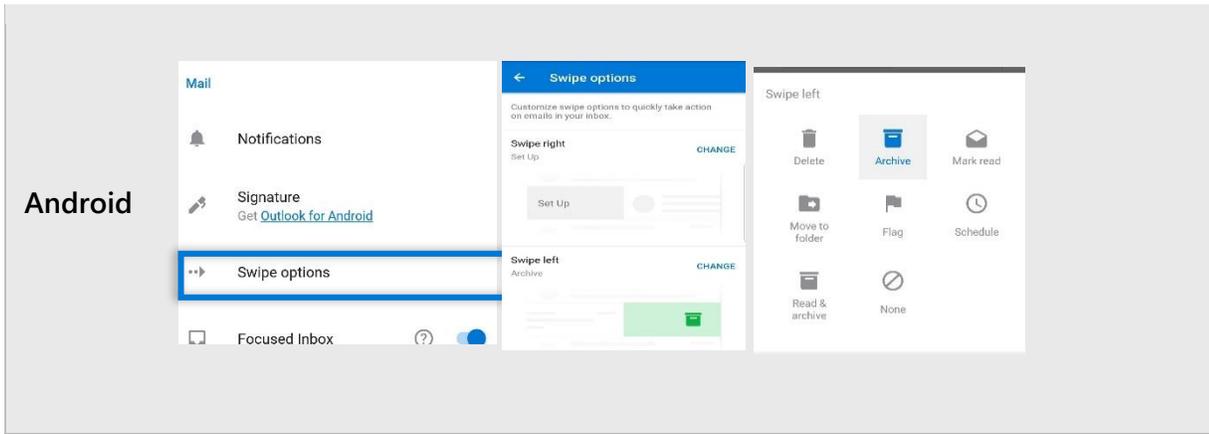
Pro Tip: Select someone as a **favorite person** to get notifications from VIPs and create a special place in your sidebar to quickly access recent emails from them . [Learn more here.](#)

6. Changing swipe options

The first time you swipe on an email, Outlook will help you set up your preferred swipe actions. You can always update them by going to **Settings** and selecting **Swipe Options**. [View a video about swipe options.](#)

iOS

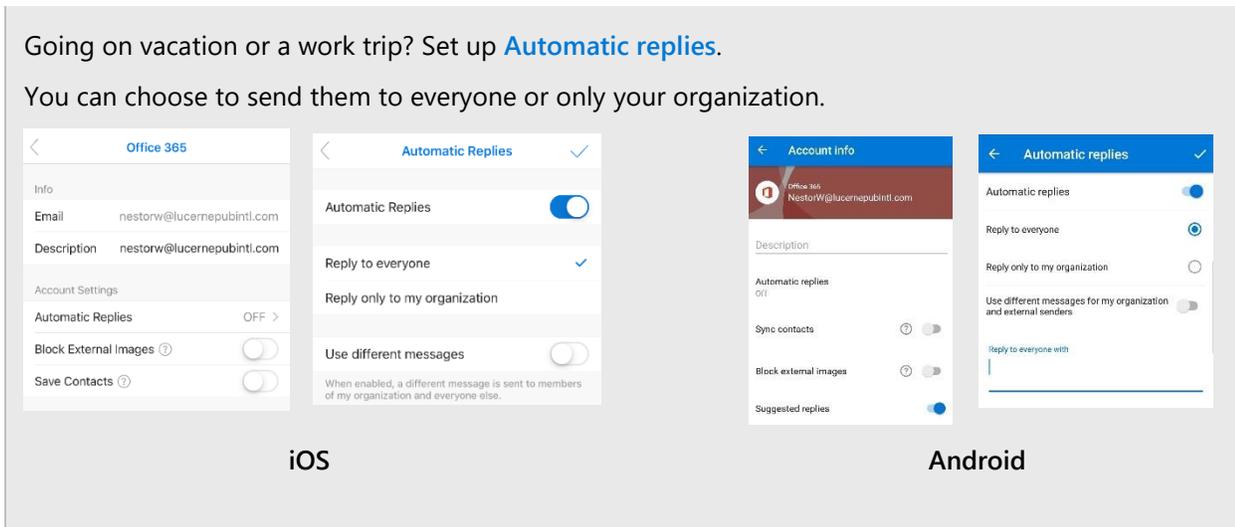




7. Adding an away message/Automatic reply

Going on vacation or a work trip? Set up [Automatic replies](#).

You can choose to send them to everyone or only your organization.



8. Find what you need

Intelligent search will help you find top people, events, upcoming travel information, package deliveries, documents, and more without having to type anything.

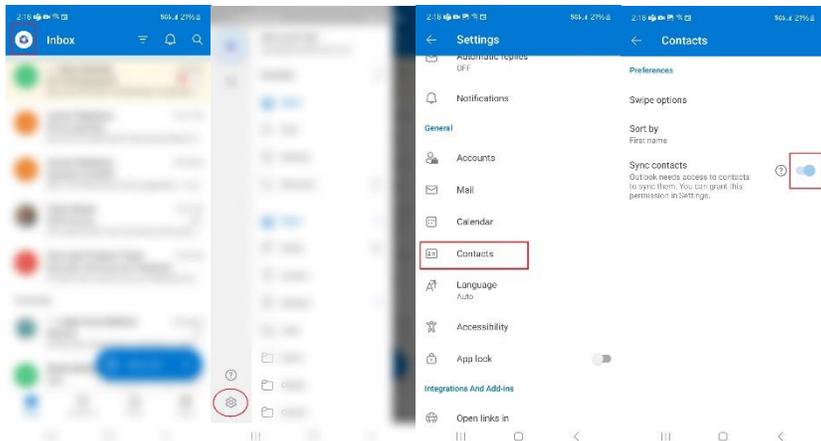
If it's a recent attachment, you can go to the [search tab](#) and look in the [Files](#) section.

If not, tap the search icon twice to enter *anything you remember* about the file or email, such as a name. As the results start to appear, look for the [Attachments filter](#) with the paper clip icon and turn it on.

Your view is filtered to show emails with attachments so you can quickly find the email you need and get to the attachment you are looking for. [Watch how to search for an attachment.](#)

Enable Contacts Sync

1. Open Outlook Mobile app.
2. Go to Settings
3. Select Contacts.
4. Enable Sync Contacts.



Additional resources

Outlook tutorial videos for your phone

Tips and tutorial videos to learn more about Outlook for Android and iOS

- [Outlook mobile tutorial videos](#)

Cheat sheets

- [Outlook for Android](#)
- [Outlook for iOS](#)