Outlook Mobile App

Helpful Tips

Use the Outlook App for email and calendaring on all your mobile devices. The calendar reliability is so much better. For that reason alone it is worth the switch. Here are some features to note and helpful tips:

- Use the icons on the bottom of the screen to switch between mail, calendar, files, people (contacts), and settings.
- Use the arrows on the bottom of your screen when your mail is open to reply, reply all, and forward.
- Swipe Gestures: This feature enables you to archive and schedule messages with simple swipe gestures. Swipe to the right to schedule, swipe to the left to schedule.
- Deleting messages is simple just tap and hold to select the message and then tap the trash bin. You can do this same for moving, flagging, and archiving as well.
- Focused Inbox: This new feature allows you to prioritize your most important emails into a Focused Inbox. This is on by default, you can turn it off in settings for the app.
- Organize mail by thred: This feature is not new, but is turned on by default. You can turn it off in settings for the app.
- Contact syncing is not turned on by default. You can turn it on by clicking on your account, then advanced settings and turn on the Save Contacts to Device.

Instructions for downloading the app can be found on the Office 365 webpage on the ITS website.