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 <u>www.O365.com/outlookmobile</u> for both iOS and Android devices.

2. Add your email account

Visit the Outlook mobile <u>Help Center</u> 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 <u>here</u>.

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.



2. Reply to an email

 At the bottom of your email, Outlook for iOS and Android allows you to Reply to All. You can also select the arrows a to Reply, Forward, or Edit Recipients.

Werzon SSI 10:25 PM ID	12 (F)	
*** 🗊 🗇		
•	While I'm away	
	Uptine Robbins	
	i yo we Robbins has started a Daritose for Hereast file with call to your 8 click the line	
	tietos. 😰 improvements en 21 Series para	
	Nestor, gAddele Vance - here's the marketing	
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on county encloyees regarding county business re public records, available to the public and recia upon request. Therefore, this written e-mail	Reply Lynne Robbins	
ommunication, including your e-mail address, aay be subject to public disclosure.	III Forward	
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105	Android	

3. Focus Inbox

<u>Focused Inbox</u> 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. <u>View a video</u> <u>about Focused Inbox</u>.

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 . <u>Learn more here.</u>

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. <u>View a video about</u> swipe options.

	Mail	< Swipe Options < Swipe Right
	Notifications >	Swipe items in your inbox to quickly access your
	Default nestorw@lucernepubintl.com >	Swipe Right Schedule >
	Signature Get Outlook for iOS >	Flag/Unflag
iOS	Swipe Options Schedule / Archive >	Ø → Mark Read/Unread
	Focused Inbox (?)	🗁 Move
Ba	Badge Count Focused Inbox >	Swipe Left Archive >
	Organize By Thread	Read & Archive
	Show Contact Photos ⑦	None

Android Notifications Signature Get Outlook for Android Set Up Set		Mail		← Swipe optio	ns	Swipe left		
Android Get <u>Outlook for Android</u> Swipe left Archive CHANGE Read & None		٠	Notifications	Customize swipe options on emails in your inbox. Swipe right Set Up	to quickly take action	Delete	Archive	Mark read
Read & None archive	Android	₽ 5 }	Get <u>Outlook for Android</u> Swipe options	Set Up Swipe left Archive	CHANGE	Move to folder	Flag	Schedule
Focused Inbox (?)			Focused Inbox (?)			Read & archive	None	

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.

Office 365	<	Automatic Replies	\checkmark	← Account info	← Automatic replies
				Office 366 NestorW@lucernepublintl.com	Automatic replies
nestorw@lucer	nepubintl.com	Automatic Replies			Reply to everyone
iption nestorw@lucer	nepubintl.com	Reply to everyone	~	Description	Reply only to my organization
unt Settings	F	Reply only to my organization		Automatic replies	Use different messages for my organization
natic Replies	OFF >			Sync contacts	and avrainal sources
Contacts ?		Jse different messages	members	Block external images 🧿 🕕	Reply to everyone with
0		of my organization and everyone else.		Suggested replies	
	iOs				Indroid

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. <u>Watch how to search for an attachment</u>.

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