

Be more productive on the go

If you don't have it already, you can [download Outlook for Android](#) from the Google Play Store.

Tap **Menu** to see a list of **Folders**

Tap to switch between **Focused** and **Other** messages

Swipe right or **left** to take action on a message

Tap for **Calendar** view

Tap for **Mail** view

Tap to view files on OneDrive or file storage services

Tap **Settings** for:

- **Focused Inbox**
- **Swipe Options**
- **Organize by Thread**

Click **Filters** to show only message that are **Unread**, **Flagged** or have **Attachments**

To flag a message, tap to open, tap **... More > Flag**

Items arranged by conversation thread indicate number of items in the conversation.

Tap for a list of contacts

Set Swipe Options

Customize swipe options to quickly take action on emails in your inbox.

Swipe right

Schedule

Swipe left

Archive

Tap **Settings > Swipe Options > Swipe Right** or **Swipe Left** and select an action.

Turn Focused Inbox On/Off

Focused Inbox intelligently presorts your email so you can focus on what matters.

Tap the **Settings > Focused Inbox** to turn Focused Inbox on or off.

Swipe options

Focused Inbox

Flag messages

Tap and hold to select the message, then tap **Flag**. You can also set Swipe Options to Flag a message.

Move

Schedule

Move to Other Inbox

Flag

Mark read

Select all

Turn Organize By Thread On/Off

Organize By Thread arranges messages as conversations threads based on message Subject.

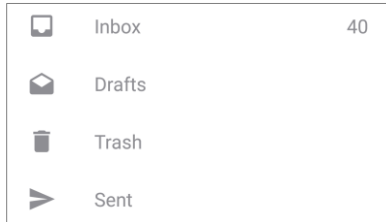
Tap **Settings > More > Organize mail by thread**

Organize mail by thread

Link preview

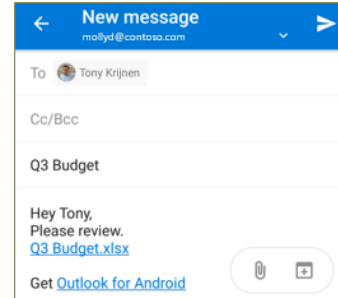
Find Folders

Tap the **Menu** to see a list of folders.



Attach a file from OneDrive

Tap **New Message** > **Attach** and select a file.

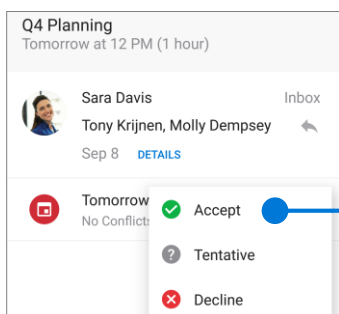


Manage your calendar, schedule meetings, and get reminders.

Diagram illustrating calendar navigation options:

- Tap **Menu** to view a list of calendars or to add a calendar.
- Switch Calendar view.
- Swipe down to show more of the calendar.
- Tap a day to see events for that day.
- Create a new calendar event.
- Switch to Mail view.
- Switch to Calendar view.

RSVP to an invitation



Tap **RSVP** in a meeting invitation in your Inbox, and then tap **Accept**, **Tentative**, or **Decline**.

Change calendar view

In Calendar, tap **View** and select **Agenda**, **Day**, or **3-Day** view.

