

Be more productive on the go

If you don't have Outlook for iOS, [download it from the Apple Store](#)

Tap Menu to see **Folders** or **Settings** for:

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

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

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

Tap for **Mail** view.

Tap for **Calendar** view.

Tap **Filter** 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.

Tap to view files on OneDrive or file storage services.

Set Swipe Options

Swipe items in your inbox to quickly access your most used actions.

Swipe Right

Schedule

Bobby Giangeruso
Team Lunch
Let's go down to Brook...

Swipe Left

Archive

eruso
in to Brooklyn and g...

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.

Settings

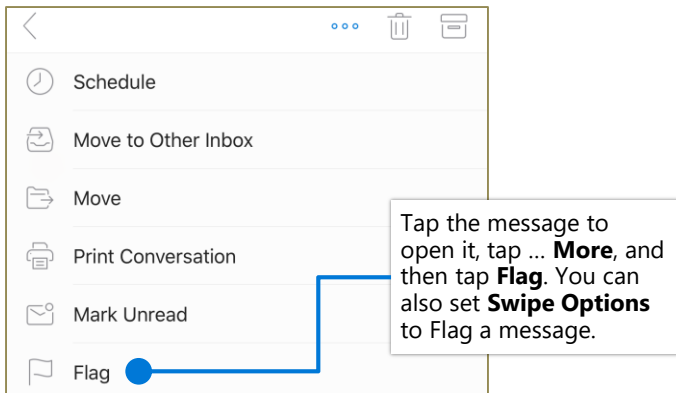
Swipe Options Schedule / Archive >

Focused Inbox

Badge Count Focused

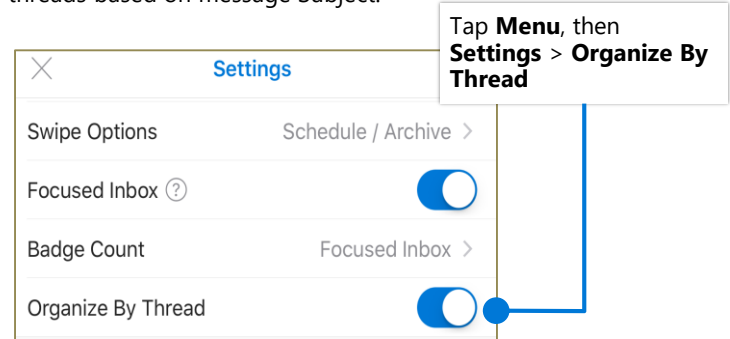
Tap the **Menu** bar, **Settings > Focused Inbox** to turn Focused Inbox on or off.

Flag messages



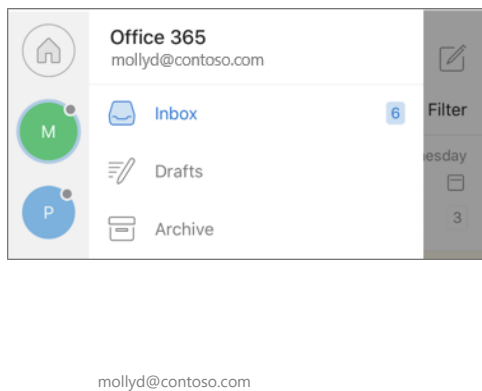
Turn Organize By Thread On/Off

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



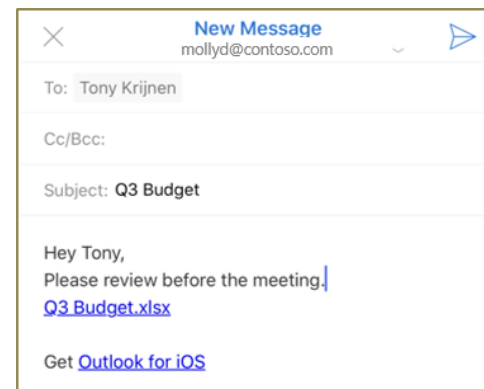
Find Folders

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



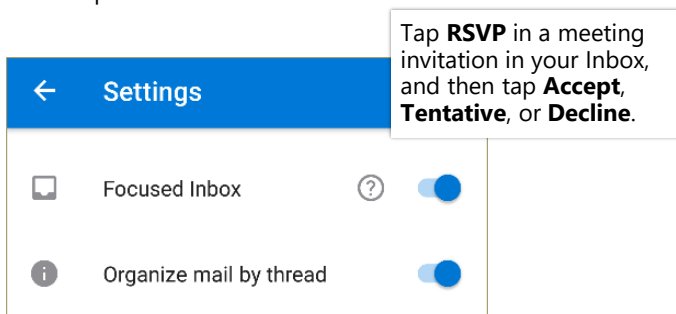
Attach a file from OneDrive

Tap **Compose** > **Attach** and select a file.



RSVP to an invitation

The Outlook calendar is integrated directly into the mobile email experience.



Change calendar view

