A Guide to Outlook for iOS - iPhone Edition
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Setting up an Account in Outlook for iOS

Outlook for iOS has options for Microsoft Exchange, Outlook.com, Hotmail, Live, MSN, Hotmail UK, Microsoft, Comcast, iCloud, Google and Yahoo email accounts. You may also setup multiple Exchange accounts in Outlook for iOS. Once you’re done setting up your account, you can swipe through a brief tutorial to show you how to use the main features. When you’re finished you can add more email accounts, or just go right to your inbox.

1. When you first launch Outlook for iOS, a screen will appear for you to get started. Tap Get Started.

2. It will ask you to add an email account. Type in your email address and tap Add Account.

3. Type in your password for the mail account and tap Sign In to continue. Your email account will auto-configure, else you will be asked to provide additional account information to configure.

4. You can add another account by tapping Let’s Do It. Otherwise tap Maybe Later to start using Outlook for iOS.
Adding Another Email Account in Outlook for iOS

1. Go to Settings.

2. Tap Add Account.

3. Tap Add Email Account.

4. You can start setting up another email account. Refer to the steps on page 4 to finish setting up the account.

Tip:
You can add your email services with a tap. Start typing in your user name and tap the email service below. You can scroll through the services that Outlook for iOS offers. If you do not see your email service, you will have to type it manually.
Your Inbox
When you open the Outlook app, you will see your inbox. You can filter which account you want to view. The blue dot indicates unread mail and the number to the right indicates how many messages are in the conversation.

Account Selector
Allows you to filter the view of your inbox. You can view your Inbox by accounts or view all your accounts as one inbox.

Search
Outlook’s predictive search quickly finds the right emails, people and files as you type.

Create a new email

Quick Filter
Need to find a file quickly? With Quick Filters, you can quickly sort by file type.

Unread
Flagged
Attachments

Indicates how many messages in the thread
Focused and Other

Important emails appear in your Focused inbox, while the rest remain easily accessible, but out of the way. If you move email in or out of your Focused inbox, Outlook learns about your habits and tailors Focused to your priorities. The Other tab may contain emails from lists-servers or newsletters. So from time to time, it is a good idea to check on Other.

Tips

*How do I disable Conversation/Thread Mode?*
To disable threaded emails/conversation view, Tap Settings. Scroll down to Organize Mail by Thread. Toggle it to Off. This will make all your mails appear separately.

*How can I edit the rules that move my emails in and out of the Focused Inbox?*
Focused Inbox learns as you train it. If there is a mail in Other which you want to be in Focused or vice versa, open that mail, tap the overflow icon (three dots icon) on top-bar, and select Move to Focused Inbox or Move to Non-Focused Inbox. Outlook for iOS will learn it. Next time you get email from that user/email address, it will be categorized appropriately.

*How do I disable Focused Inbox?*
If you’d like to turn Focused Inbox off, or change whether your badge count and notifications are synced to the Focused Inbox:
1. Go to Settings.
2. Scroll down to Focused Inbox and toggle it off.

To change your notification settings for each email address:
1. Go to Settings.
2. Scroll down and tap Notifications or Badge Count.

*How do I add or create folders?*
1. Tap and hold any message from the inbox view.
2. Icons at the bottom will allow you to flag, mark read/unread, move, delete, archive.
3. Tap the move icon (folder). Once tapped, a list of existing folders in the account will appear.
4. Tap Add (+) icon located in the upper right hand corner of the app to create a new folder.
Outlook for iOS

Reading emails
After you have read your email, you have a few options other than to reply back to the person. You may flag it with a due date, archive the email, move the email to a folder or just delete it.

Schedule
For email that you want to handle later, the Schedule feature temporarily removes email from your inbox, to return at the time you choose.

Move to Other Inbox
This places the email in the Other Tab.

Move
This will move your email to folder of your choosing.

Print Conversation
Prints the email threads to a printer.

Mark Unread
Marks the email Unread.

Trash
Moves the email to the Deleted Items

Archive
Moves the Email or conversation in to the Archived Folder.

Flag the email

Reply
You can reply to the sender, reply to all or forward the email.

Number of Attachments
Tap on this and it will hide the attachments.

Show Details
Shows who the email is addressed to, copied to and the date and time.

Attachments

Note:
Swipe up on the email to view the Conversation Thread of the email.
Sending emails
Outlook provides extra options such as Send Availability or Create an Invite. You can also send a link from Dropbox, Microsoft One Drive or GoogleDrive.

Draft
This gives you the option of deleting the draft or save it in the Drafts folder for later.

Attach a File
You can instantly attach a file or if you have to send a Google Drive or Dropbox link to someone.

Send Availability
This feature lets you find and share available meeting times in email with ease. Once you’ve settled on a time, you can even create a meeting invitation.

Create Invite
This allows you to send a Meeting invite from the Mail Section rather than from the Calendar Section.
How to Select Multiple emails in your Inbox
While in your Inbox (Focused or Other), you may want to select multiple emails to flag, move, trash or archive. To select multiple emails, please do the following:

1. Tap and hold one of the emails you want to select until the empty circles appear to the left of each email.
2. Start tapping the emails you want to select in a group, a check mark will appear next to the emails.

Notifications
While in the Focus tab, you may get a notification that there are unread emails in the Other Tab.
Calendar
In Outlook, your calendars are available right within the app, allowing direct interaction with your email, including features like viewing meeting details, invitees and their attendance status. The ‘Quick RSVP’ feature lets you respond to meetings right from your inbox, without opening the mail. What sets Outlook apart is how it helps you manage your calendar on the go.

Accounts
Lets you choose which Shared Calendars or accounts to view in your Calendar.

Change Colors of your Calendars

Tips
How do I send my calendar availability?
1. Tap the calendar icon when composing a new email or replying to an email.
2. Tap “Send Availability.”
3. Calendar view is opened. Tap meeting times that work for you. Tap done.
4. Your available times are now dropped into the email for sending.

How do I create a calendar invite?
There are two ways to create a calendar invite:
1. Through the integrated calendar, tap the calendar icon at the bottom of the screen:
   • Tap the plus icon.
   • Fill out event details/recipient(s), send the invite, and you’re good to go!
2. When composing a new email or replying:
   • Tap the calendar icon when composing a new email or replying to an email.
   • Tap “Create Invite.”
   • Calendar view is opened. Select time frame for event, and enter a subject & location.
   • Enter email address(es) of recipient(s) and send the invite!
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Files
Outlook makes it simple to share files stored in the cloud. With just a few taps in your email message, you can insert a link to any file from OneDrive, Dropbox and other cloud storage apps. Recipients are automatically granted permission to view these files, with no extra steps.

Sign into your account
Connect your account to share links to your files from an email.

Files on your account
List of files that are associated with an email account.

Tips
How do I sort my files by Slides, Images, or Documents?
Tap “See All” under one of your accounts then slightly drag down your file list to reveal the Filter option. There are three filtering options: Slides, Images, and Docs. Tap one of these options to sort your files.

How do I download/save a photo or image to my camera roll?
• Open the email, tap the attachment or hold down on the image and tap “View Image”.
• Next, tap the “Share” button in the top right corner.
• Tap “Save Image” to save the photo/image to your camera roll on your device.
• Alternately, tap the “Save” button below the image to save it to one of your connected file accounts.
People
The People tab shows you your recent contacts that you have communicated with. It will also read from your contacts from your Exchange account.

Search
Searches for a specific person. Once you have found the person, click on the email icon to create an email. Tap the Mail tab to filter all emails pertaining to the person. Tap on Events to see the person’s schedule. Tap on Files to see what the person Attached to your emails.

Tips
How do I save my contacts to my device?
Outlook allows you to save your contacts to the default Contacts app on iOS. This allows you to easily see the name of a contact when you receive a call or text message from them, and view all of their contact information directly in the default Contacts app.

Can I use contacts saved on my phone?
Yes, you can use the contacts stored locally on your phone/device. On installation of the Outlook app, contacts stored in your phone are synced under the ‘People’ tab, which is the address book for the Outlook app.
Outlook for iOS

Settings - Accounts
Set your preferences for your email or storage accounts.

Help & Feedback
Tap here for to suggest a feature or find answers to your questions.

Add Email Account
Refer to page 5 to add an email account

Add Storage Account
Add your Storage Account such as Dropbox to Outlook for iOS. This allows Outlook for iOS to access files for you to share out.

Reset Account
If you discover that your emails have not come in for some time, tap Reset Account to re-sync your account with Outlook for iOS

Edit Login Information
Allows you edit the account such as changing a password

Delete Account
Removes the account from Outlook for iOS

Advanced Settings
Save Contacts to Device- This allows Outlook for iOS to save contacts into the Contacts app.

System Folders
You can choose which folder to archive your emails and Store your Scheduled emails.
**Settings - Mail**
Set your preferences for your mail accounts.

- **Default Email**
  Set which email account to be the default account.

- **Signature**
  You can create a generic signature for all your email accounts or you can create signatures for each email accounts.

- **Swipe Options**
  Outlook lets you personalize swipe gestures to match your unique email habits.

- **Notifications**
  - **Default**
  - **Focused Inbox**
  - **Badge Count**
    - **Focused Inbox**
  - **Organize Mail By Thread**
  - **Sound for New Mail**

- **Sound for Sent Mail**

**Notifications**
- **All** - Will notify you when any email comes in.
- **Focused Inbox** - will notify you when email only comes in the Focused Tab
- **None** - Turns off all mail notifications
- **Sound for New Mail** - choose a different chime when mail comes in.

**Focused Inbox**
Turns on/Off Focused Inbox

**Badge Count**
Allows you to switch between Focused email or total email counts on your Outlook icon.

**Organize Mail By Thread**
Allows you to view your Inbox in Threads or by list view.
Settings - Calendar
Set your preferences for your Calendar.

Default Calendar
Set up a default calendar for your events to save to.

Week Start
Set a day to start your week

Calendar Apps
Connects other apps to Outlook for iOS to see them in your calendar.

Interesting Calendars
Subscribe to your favorite events

Notifications
Events - Set a notification time before the event happens
All day - Set a notification time for all day events.
Enable Notifications - Turn notifications on/off
Sound - set a notification sound

Interesting Calendars
Subscribes to different kinds of calendars such as Sports, other country calendars or holidays.
Settings - Preferences
Set your preferences for Outlook for iOS.

Require Touch ID
This would require your Touch ID to open Outlook for iOS

Browser
Allows you to choose a default browser.

Open Directions With
Choose which navigational app to be used.

Set your preferences for Outlook for iOS.