



Outlook for iPadOS Guide





HCS Technology Group

Outlook for iPadOS Guide
Produced by HCS Training Centers, Ltd.

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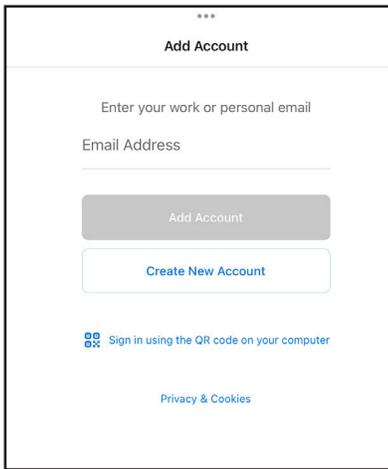


Setting Up an Account in Outlook for iPadOS

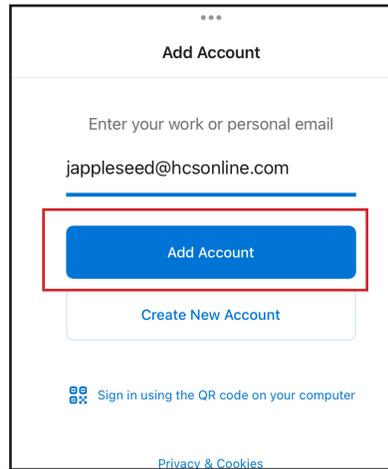
Outlook for iPadOS has options for Office 365, Microsoft Exchange, Outlook.com, Hotmail, Google, Yahoo!, iCloud or regular IMAP email accounts. You can set up multiple Exchange accounts in Outlook for iPadOS. Once you're done setting up your account, you can swipe through a brief tutorial to learn how to use the main features. When you're finished, you can add more email accounts, or just go right to your inbox.

Add an Exchange or Microsoft 365 account to Outlook for iPadOS

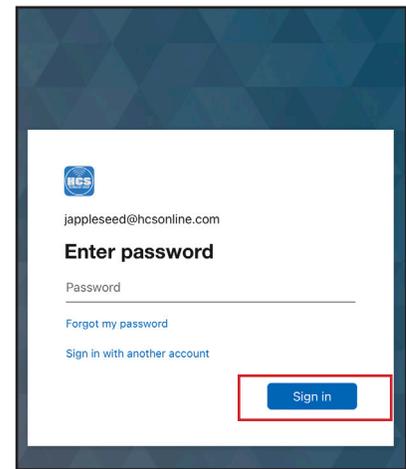
1. When you first open Outlook for iPadOS, the startup screen appears and asks you to Add Account or Create New Account. We are going to Add Account.



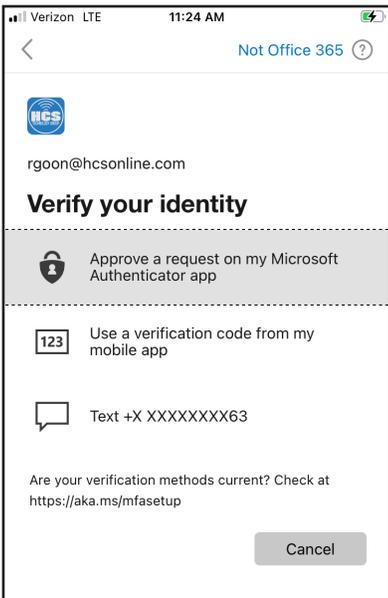
2. Outlook for iPadOS will look for an Exchange account by default. Enter your email address and tap Add Account. (See next page for IMAP accounts.)



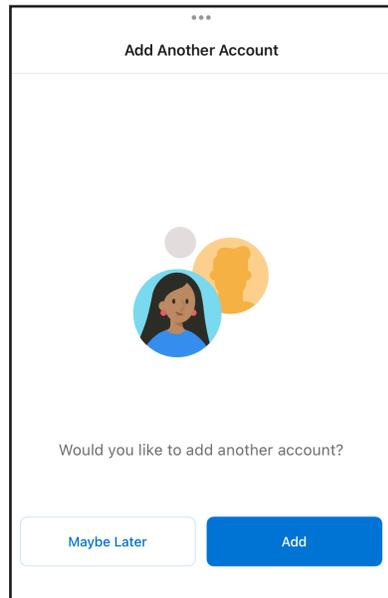
3. Enter your password for the email account. Tap Sign In.



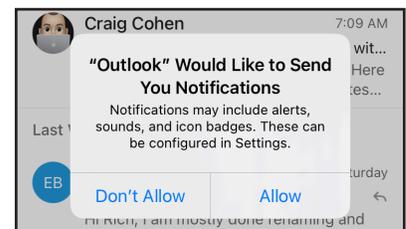
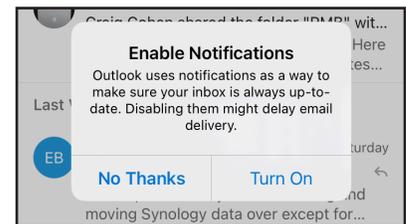
4. If you have multi-factor authentication turned on for your account, tap the appropriate authentication.



5. On the Add Another Account screen, tap Maybe Later, so you can continue configuring the account you just added.



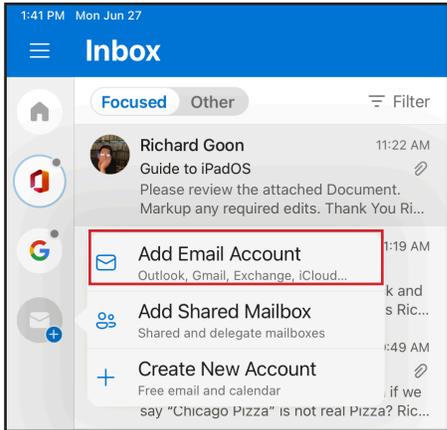
6. Confirm a message appears asking you if you want to Enable Notifications, Tap Turn On. Enabling notifications enables background app refresh. After you tap Turn On, Outlook for iPadOS can fetch mail and update your badge count on the app icon. Tap Allow for notifications on your lock screen and home screen.



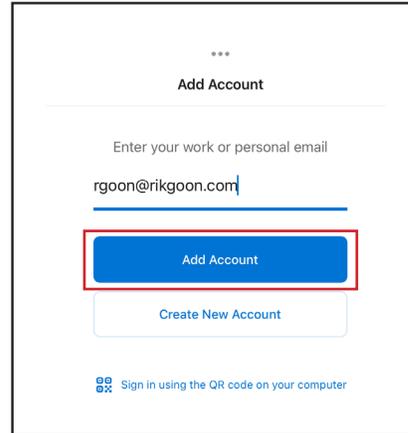
Add an IMAP account to Outlook for iPadOS

In the previous section you added an Exchange account. Next you'll learn how to add an IMAP account.

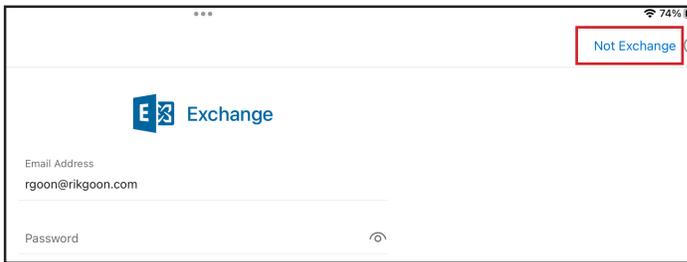
1. On the Account Selector, tap Add Account (ⓘ) > Add Email Account



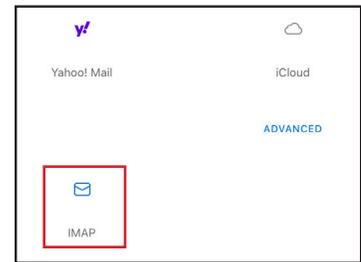
2. Fill in your email address and tap Add Account



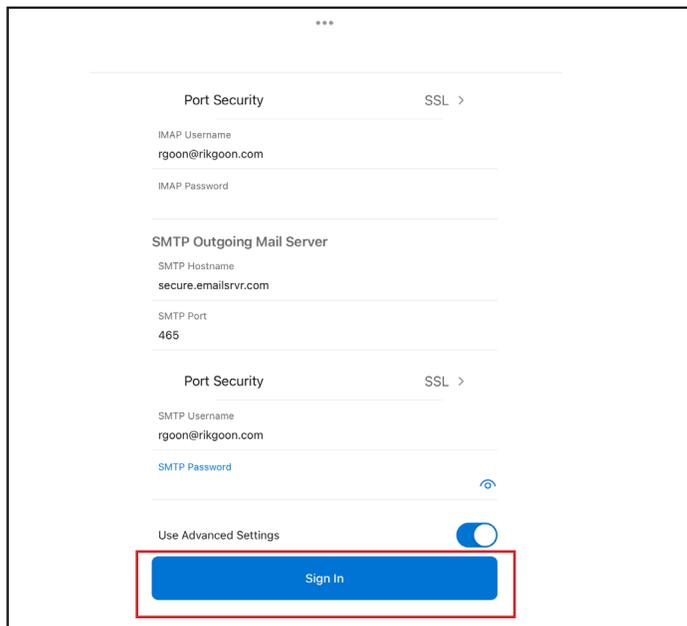
3. At the top right-hand, tap Not Exchange



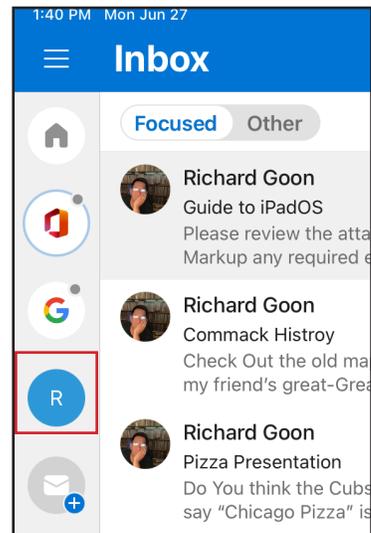
4. Under Advanced, tap IMAP.



5. Enter your email server information and your IMAP user name & password. Tap Sign In.



6. Confirm the account appears in the Account Selector.

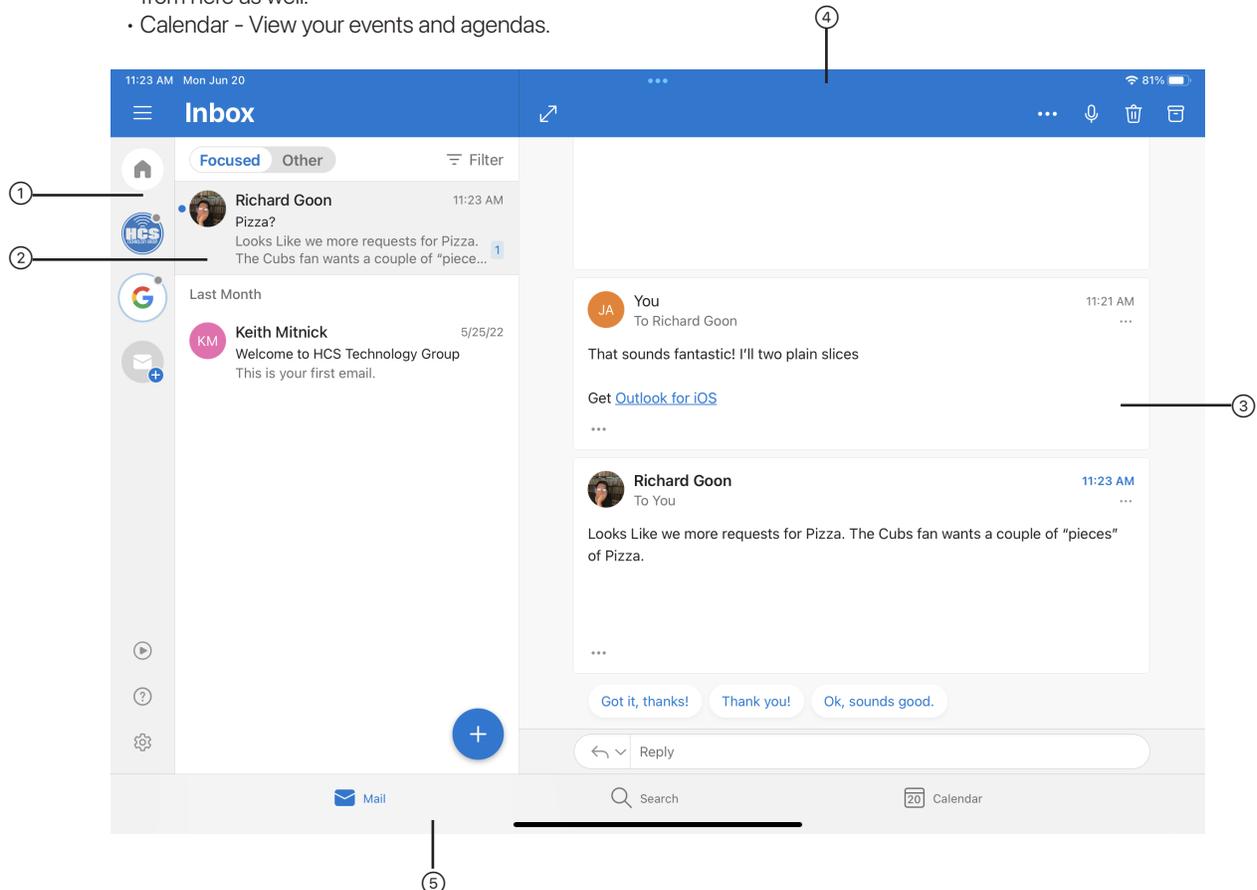




Main Screen

When you open Outlook for iPadOS, Outlook displays the inbox for your default account. In this view:

- ① On the left-hand side, you have the Account Selector
 - Tap an account to select it's Inbox.
 - Tap home to show all account Inboxes.
 - Add another account to Outlook.
 - Play My Emails.
 - Help.
 - Adjust your Settings for Outlook.
- ② In the Inbox list:
 - Each unread message displays a blue indicator next to it. If there are multiple messages in a thread, Outlook will display the number of messages in the thread to the right of the message.
 - Outlook displays the time or date you received the message.
 - Outlook displays each message with a few lines of the body of the message as a preview.
 - Use preset View Filters to find an email quickly.
 - Choose to view your Focused emails or Other emails.
- ③ In the Reading Pane:
 - View your Conversations from your Inbox.
 - On a selected email, tap the top-right overflow menu (⋮) to perform one of the following actions on the selected email, i.e. Mark as Unread, Flag, Reply/Reply All, Forward or Delete.
 - Tap the bottom-left overflow menu (⋮) to view the entire email with threads in a separate window.
- ④ On the top tool bar:
 - Tap ≡ to show/hide the details of your account.
 - Tap ↗ show/hide Inbox List.
 - Center ⋮ (Multitasking Options) will put Outlook into Full View, Split View or Slide Over.
 - Tap Magnifying Glass to search in your email by All, Mail, People, Files, or Events.
 - On the right are action tools.
- ⑤ The bottom menu is used to navigate between Outlook tools.
 - Mail - Default view, shows your emails.
 - Search - search for emails, received and sent files, find or view your Contacts or To Do list. You can add Contacts from here as well.
 - Calendar - View your events and agendas.



Account Selector & Inbox

The Account Selector allows you to view an individual inbox or all inboxes at once. When you have an account selected you may manage your Favorites and view other folders in your account(s). The Inbox shows emails that comes in and is separated into Focused and Other (See the next page on how to use the different Inboxes.)

Expanded View
Tap to show your account details such as Sent, Drafts, Deleted, etc...

Add Email Account
Add email accounts to Outlook

Add Shared Mailbox
Add a shared or an account delegated to You

Create New Account
Create a new Outlook.com or hotmail.com account

Settings
Access Settings to customize your usage for Outlook

Help & Feedback
Access troubleshooting techniques, FAQs and send feedback.

Filter
Tap Filter to show only messages that are Unread, Flagged, Pinned, messages to you, have Attachments, or contain any mentions of you.

Shortcut
From Mail, Calendar or Search, Tap the New (+) to use shortcuts. (See Page 17)

Play My Emails
Use Play My Emails to skip, flag, archive, and delete emails, and personalize Play My Emails.

Filter List:

- Unread
- Flagged
- Pinned
- To Me
- Has Attachments
- Mentions Me

Shortcut List:

- Use Voice
- Teams Call
- Book Workspace
- New Event
- New Message

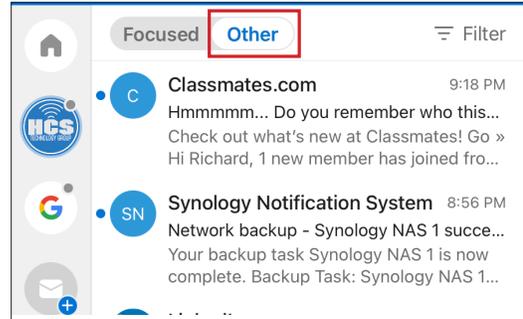
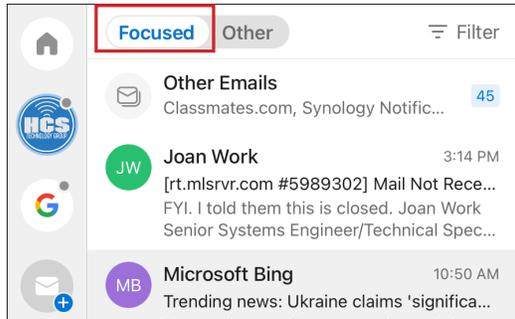
Play My Emails List:

Mail Accounts	Off >
rikki6666@gmail.com Google	Off >
rگون@hconline.com Office 365	Off >



Inbox: Focused and Other

Important emails appear in your Focused Inbox, while the rest remain easily accessible, but out of the way in the Other Inbox. If you move email in or out of your Focused Inbox, Outlook for iPadOS learns about your habits and tailors Focused to your priorities. The Other Inbox may contain emails from mailing lists or newsletters. From time to time, you should check Other.



To disable threaded emails/conversation view:

1. Tap Settings (⚙️).
2. Scroll down to Organize Mail by Thread and toggle it off.

To turn Focused Inbox off:

1. Tap Settings (⚙️).
2. Scroll down to Focused Inbox and toggle it off.

To edit the rules that move your emails in and out of the Focused inbox:

Focused Inbox learns as you train it. If there is an email in Other which you want to be in Focused or vice versa, do the following:

1. Open the specific email.
2. In the top bar, tap Overflow (⋮).
3. Select "Move to Other" or "Move to Focused" (See Fig 1).

Each time you select "Move to Other" or "Moved to Focused", you'll be prompted with a dialog and the choices Always Move, Move Once, and Cancel (Fig 2).

- Always Move - Any emails coming from the email address will be moved to the folder you selected.
- Move Once - Move the one email you selected, but don't change the inbox for future emails from this sender.
- Cancel: Don't move the selected email.

Outlook for iPadOS learns your preference for that email. The next time you get email from that email address, Outlook will store it in the appropriate inbox.

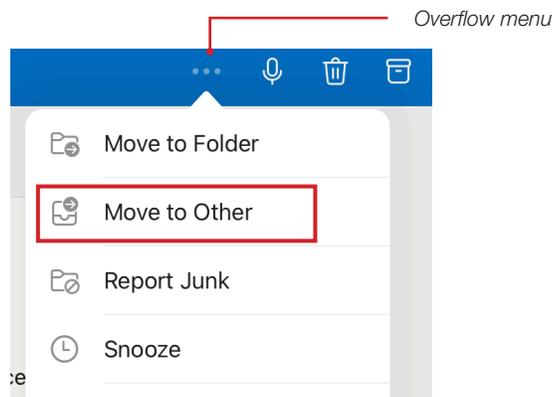


Fig 1

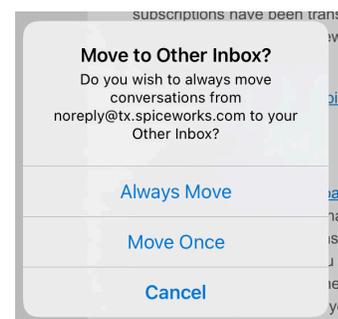
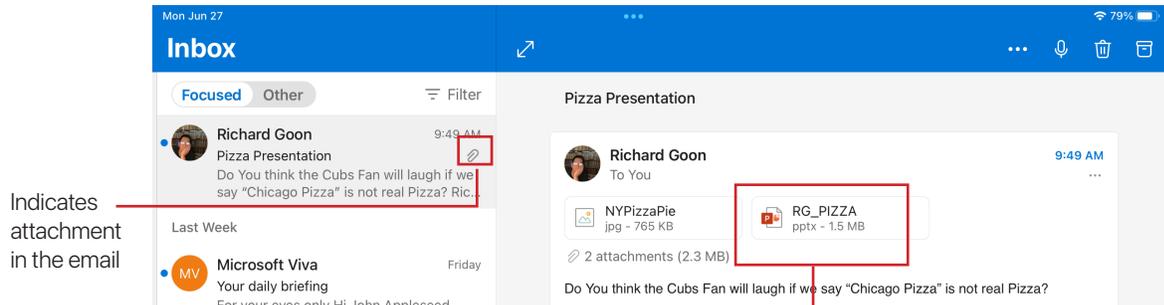


Fig 2

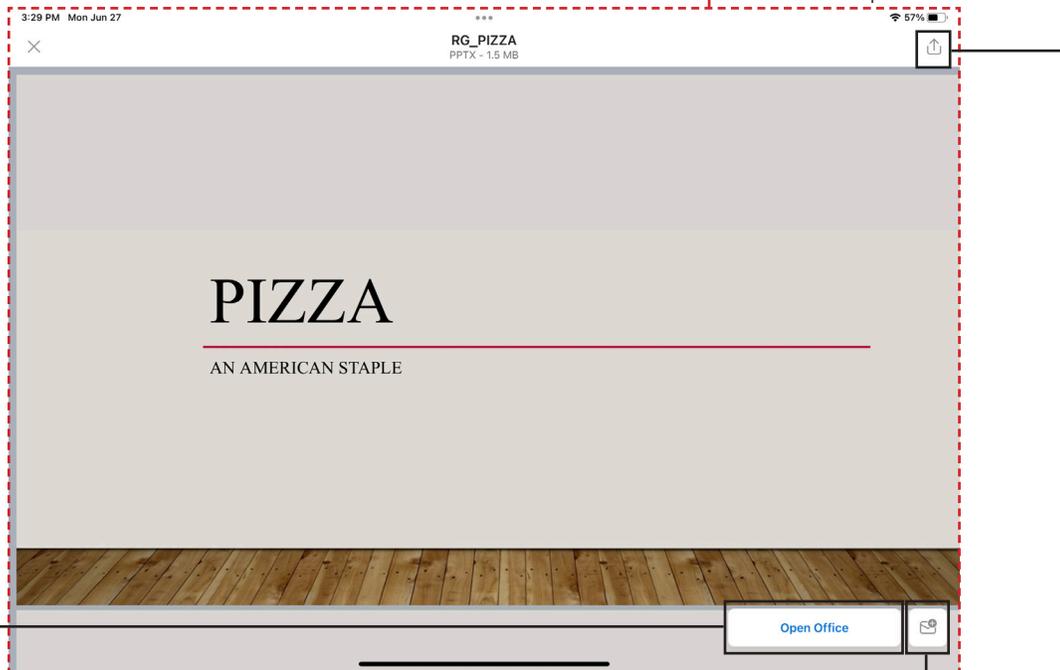
Inbox: Attachments

When emails are sent along with an attachment, you will see the size of the attachment and the kind of file it is. If the attachment is a png or jpg file, the file will be embedded into the email.



Indicates attachment in the email

Tap on the attachment to open

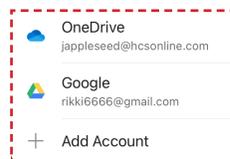


Open Office

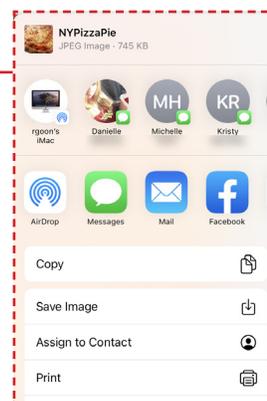
If the document was created in a Microsoft app and you have the app installed on your iPad, it will open the document in the corresponding app.

New email with attachment

Creates a new email in Outlook with the document attached to it.



Save to Account
Allows you to save to a cloud account such as OneDrive or Google Drive



Share File via...

Allows you to share the file through other means such as Messages, AirDrop, other apps, or even print the file.



Inbox - Basics

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, do the following:

1. Tap and hold on one of the emails until a contextual menu displays.
2. Select Multi-select (Fig. 3).
3. Tap each email to include in the group or swipe down with 2 fingers for the range of emails you want to select for each day grouping. Confirm that Outlook displays a checkmark next to each email you tap (Fig. 4).
4. Tap on actions (Fig. 5).

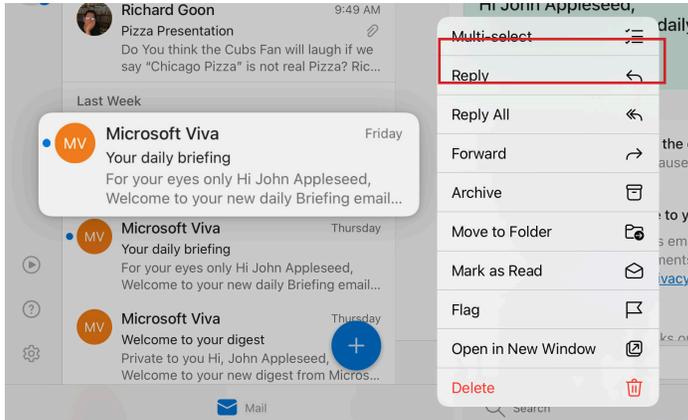


Fig. 3

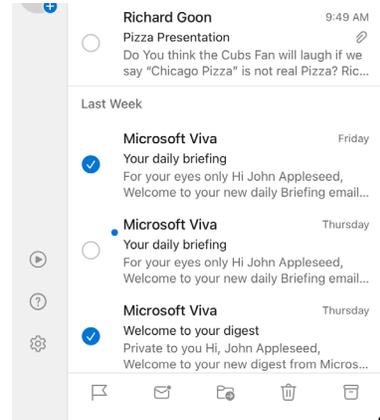


Fig. 4

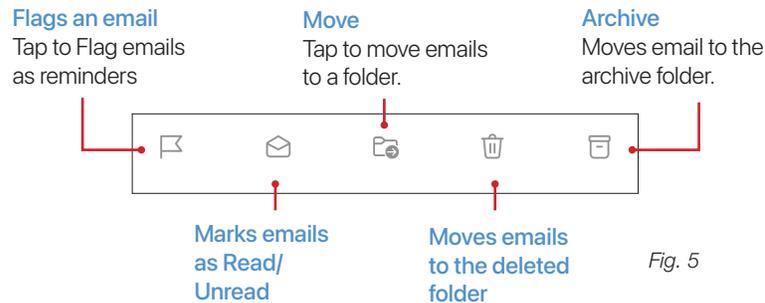
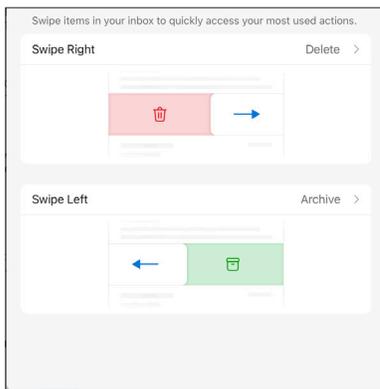


Fig. 5

Swipe Left and Swipe Right

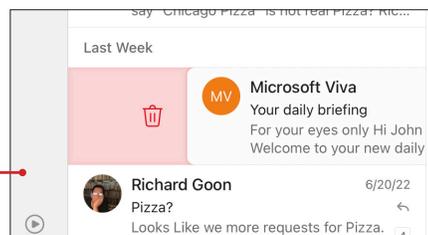
You can swipe right or left to perform an action such as archive, delete, move or mark read/unread. By default, swiping left archives the email while swiping right is not configured. To set up the swipe options:

1. Tap Settings (⚙) > Swipe Options.



2. Tap Swipe Right.
3. Choose one of the options:
 - Delete
 - Flag/Unflag
 - Move
 - Read & Archive
 - Mark Read/Unread
 - Archive
 - Pin/Unpin
 - Snooze
 - None
4. Optionally: Repeat steps 2 and 3 for Swipe Left.

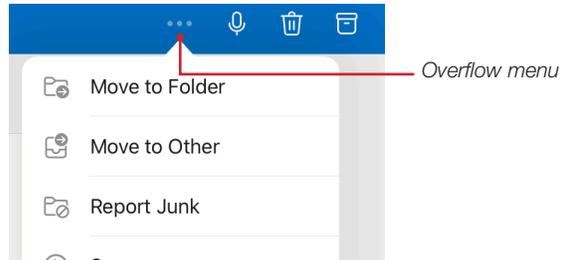
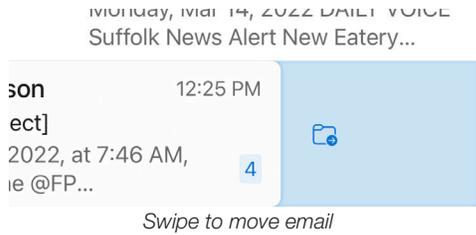
Example of the Swipe Right option



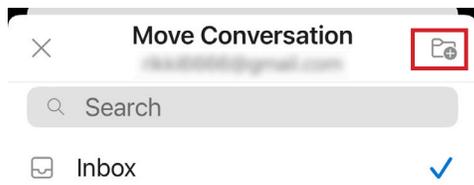
Add a folder

NOTE: You can create a folder only after you set either Swipe Left of Swipe Right to the Move action.

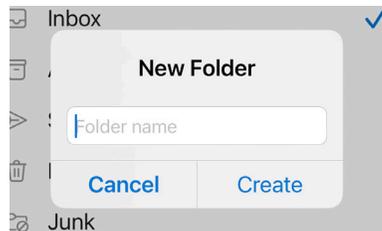
1. Swipe to move an email or if you are on an email, tap the Overflow menu (⋮) and tap "Move to Folder."



2. In the Move window, tap Add (📁+).

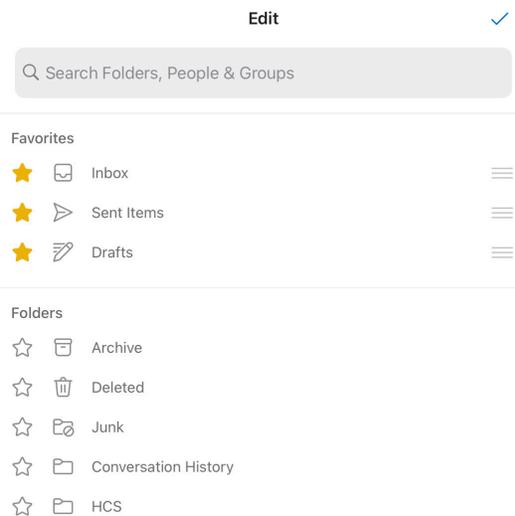
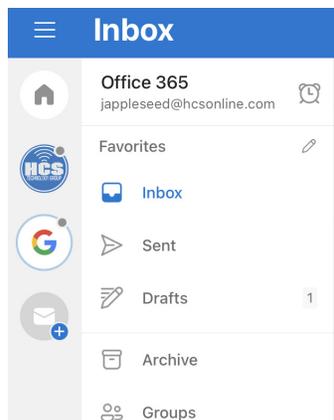


3. Name the folder and tap Create.



Add a Favorite folder

1. While in Expanded View.
2. To the right of Favorites, tap Edit (✎).
3. Tap a star to add a favorite.
4. Tap Save (✓).





Reading and Organizing Email

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

Hide/Show Inbox list
Tap to Hide / Show Inbox list

Multitasking
Set Outlook in Full View, Split View or Slide Over

View mail
Tap this ... to view the email in a separate window.

Quick Action Menu
Tap ... to pull up the quick action menu on an email. Tap Add-Ins to manage and install extensions such as OneNote or Slack. In addition, You can do the following:

- Mark as Read/Unread
- Flag
- Reply/Reply All
- Forward
- Delete

Reply Options
You can reply to the sender, reply to all or forward the email. You can also edit the recipients of your reply before sending it out.

Quick Reply
Tap pre-made replies .

Reply All
Joan Work and HCS NY

Reply
Joan Work

Forward

Edit or View Recipients

Move to Folder

Moves the email in to a selected folder.

Move to Other

Moves the email in the Other inbox. If this email was in the Other inbox, this would be "Move to Focused Inbox."

Report Junk

Mark the email as junk and moves it to the Junk Folder.

Snooze

For email that you want to handle later, Snooze removes email from your inbox and return it at the time you choose.

Print Conversation

Prints the email threads to a printer.

Mark as Unread

Marks the email unread.

Flag

Flags an email.

Pin

Pin an email.

Create a Task

Creates a task in Microsoft To Do (Microsoft To Do must be installed on your device)

Move to Folder

Move to Other

Report Junk

Snooze

Print Conversation

Ignore Conversation

Mark as Unread

Flag

Pin

Create a Task

Voice Commands
Tap the microphone to have Cortana do simple tasks such as move the mail to Junk or Other.

Archive
Moves the email or conversation to the Archive folder.

Trash
Moves the email to the Deleted Items.

Sending emails

Outlook for iPadOS provides extra options such as Send Availability or Create an Invite. You can also send a link from Dropbox, Microsoft OneDrive or Google Drive.

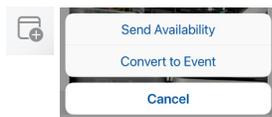
Draft Saved Discard

Cc/Bcc
Expand with a tap to enter an email address in the Carbon copy or Blind carbon copy field.

Draft
This gives you the option of deleting the draft or to save in the Drafts folder.

Take A Photo
The first time you tap the camera, Outlook asks permission to access your camera. After you grant permission, tap the camera button opens the camera, enabling you to take a picture and have the photo automatically attached to an email in Outlook.

Send email



Send Availability

This feature lets you find and share available meeting times in an email. Once you've settled on a time, you can create a meeting invitation.

Convert to Event

This Allows you to send a Meeting invite from the Mail Section instead of the Calendar Section.



Attach a File

Attach a file from your device or send a Google Drive or Dropbox link to the recipient.

Use Last Photo Taken

Attach the latest photo taken from your camera roll.

Choose Photo from Library

Choose any of your photos from your Photo Library.

Formatting tools

Bullet List

Bold

Italic

Underline

Number List

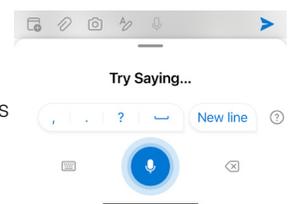
Add Link

Quickly format your email with premade formats. This includes:

- Body
- Subhead
- Title

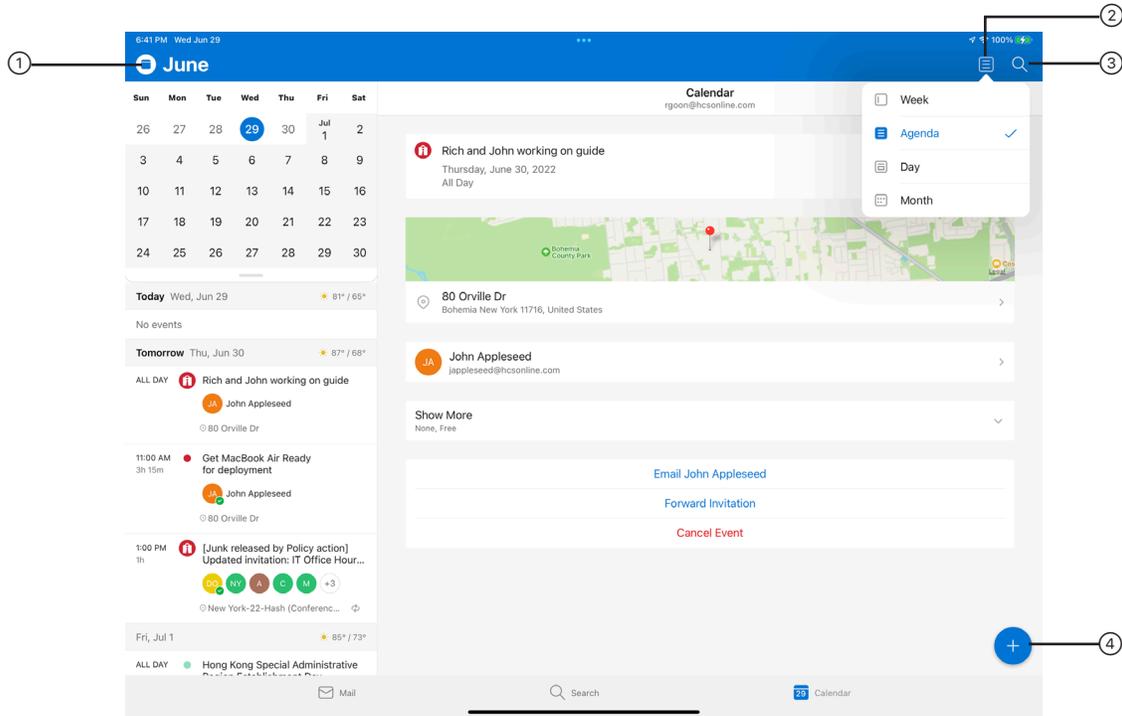
Dictation

Tap the microphone to dictate emails using voice commands. NOTE: Device needs to be unmuted and the app has access to the microphone in order for dictation to work. After you enable dictation on your device, go back to Outlook and tap the Microphone, you will be asked permission to allow Outlook to use the Microphone. Tap Allow.





Outlook for iPadOS offers tight integration between your mail and your calendar. This allows to interact directly with your calendar, including viewing meeting details, invitees and their attendance status. The "Quick RSVP" feature lets you respond to meetings right from your Inbox, without opening the email.



- ① Just like Mail, you have the Account Selector
 - Select a Calendar Category under the account to show it in your Calendar.
 - Change the color of a Calendar Category.
 - Share a Calendar Category to people.
 - Add another Calendar Account or Shared Calendar.
 - Add Interesting Calendars such as your favorite sports team schedule.
- ② View options lets you choose how to view your Calendar.
 - Week (Default View): View your schedule for the week.
 - Agenda: This view shows your selected appointments in detail.
 - Day: View your schedule for a specific day.
 - Month: View your schedule for the Month.
- ③ Search for Mail, People or Events.
- ④ Create a New Event:
 - Tap to create a new event.
 - Tap and hold for other options.

Create an Event

The screenshot shows the Outlook iPad app interface with a 'New Event' form overlaid on a calendar view. The form includes fields for title, organizer, date, time, location, and meeting provider. Red lines connect text labels to specific parts of the form.

- Dictation**: Create an event using dictation. (Points to the microphone icon in the top right of the form.)
- Save**: (Points to the checkmark icon in the top right of the form.)
- Title of Event**: (Points to the title input field containing 'Rich and John working on guide').
- Location**: Add a location for the event. (Points to the location input field containing '80 Orville Dr, Bohemia New York 11716, United States').
- Event Invite**: Required: Invite required people to the event. Optional: Give Invitees the option to join the event. (Points to the 'Invite' dropdown menu.)
- Time and Date**: Set time and date of the event. (Points to the date and time selection area.)
- Online Meeting Provider**: Choose which meeting Provider to use for the event. (Points to the 'Teams Meeting' provider selection.)

Not shown:

Description

Add a description or details of the event. I.E., Conference Call code.

Repeat

Set an event to repeat on your calendar and you can set an end date for the event to end the repeat.

Alert

Choose when to be alerted for the event.

Show as

Allows people to view your calendar status for this event.

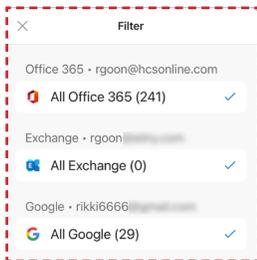
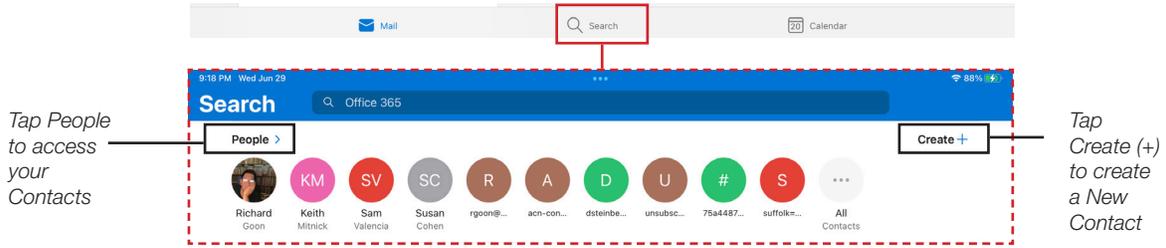
Private

If you have shared your Calendar, turn this on in the Event to keep it private from people who can see your calendar.



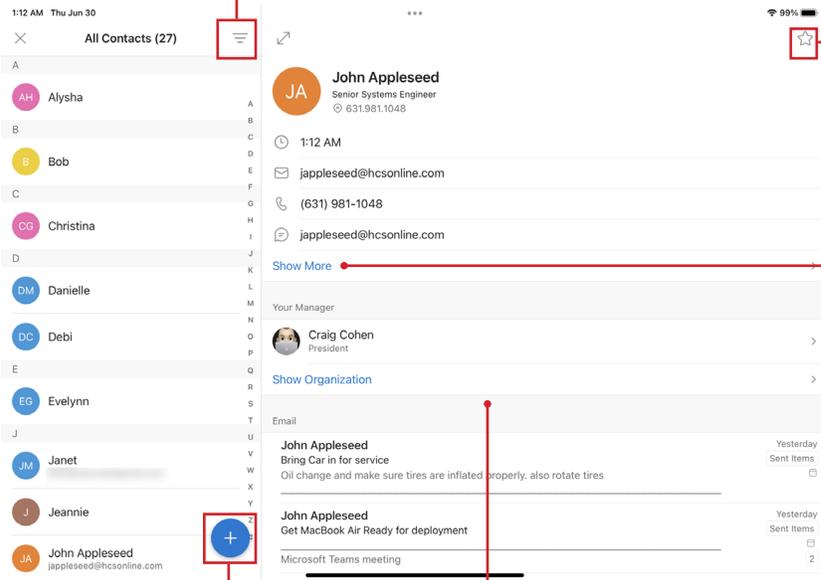
People

People shows recent contacts that you have communicated with. People also reads from Exchange Contacts and in the Contacts app. To access, tap Search and then tap People.



Filter

Use filter to view contacts from different accounts.



Favorites

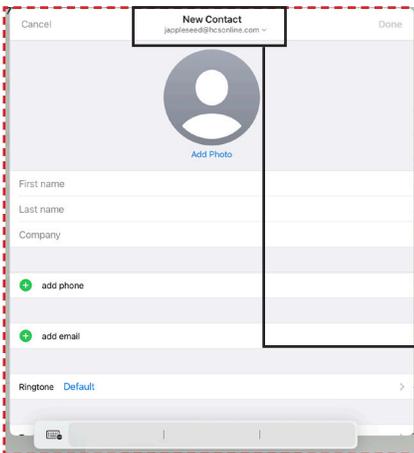
Tap the star to add the contact to your favorites.

Show More

Shows more information about the contact such as secondary phone number, address, or alternative email addresses.

Contact Card

Shows the contacts main information such as email, phone number, and title. It also shows the most recent email conversations.



New Contact
jappleseed@hconline.com

Under the name, shows you which account the contact is under.

New Contact

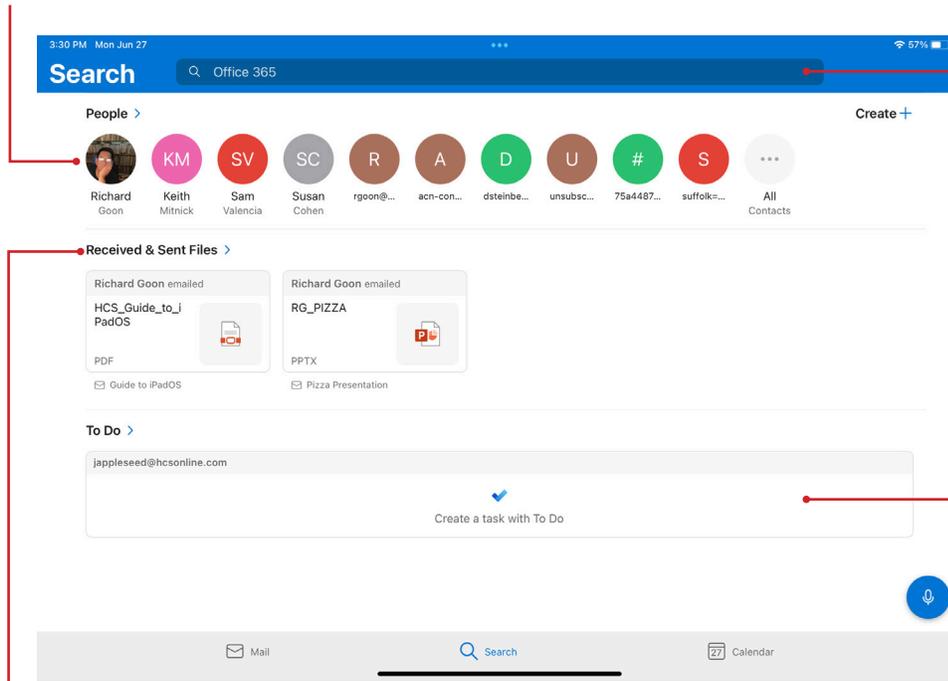
Create a new contact. You can choose which account to save the contact.

Search

Outlook's search box is a powerful tool to help you find messages, contacts, tasks, and calendar entries. When you tap Search, email conversations from your most frequent collaborators and recent file attachments appear – all before you even kick off a search query. What's more, you can also find upcoming travel reservations and package deliveries.

Recent

The row of names are people that have recently interacted with you. Tap a name to search items pertaining to the person.



Search by Name

This will gather your results from a search for a person. You can filter your search by Mail, People or Events. You can view the results at the bottom. Tap See More for more results.

To Do

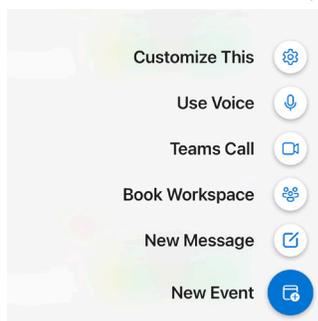
This will launch Microsoft To Do to view your tasks. NOTE: Microsoft To Do must be installed on your device.

Received & Sent Files

Tap the items to view what you have sent or received.

Shortcut Button

From Mail, Calendar or Search, Tap the Add/New (+) to use shortcuts.



Customize This

Use this to customize the shortcuts, you can remove items or add items.

Use Voice

Use voice commands to do tasks in Outlook for iPadOS. For Example, tap the microphone and say, "What's John's Email address?"

Teams Call

Tap Teams Call to launch Microsoft Teams for meetings or collaborations. NOTE: You must have Microsoft Teams on your device.

Book Workspace

Book a Workspace to work with other team members.

New Message

Create a new email.

New Event

Create a new event.



Settings

Navigate to Settings

In the Account Selector, on the bottom-left, Tap Settings (⚙️).

Mail Accounts

Set your preferences for your email accounts. You can set up another email account and set the display order of email accounts.

The image shows three overlapping screenshots from the Outlook app. The leftmost screenshot shows the 'Info' section for an Office 365 account, with fields for Email and Description. The middle screenshot shows the 'Account Settings' section with various toggles like Suggested Replies, Text Predictions, and Automatic Replies. The rightmost screenshot shows the 'Mail Accounts' list with two accounts: Office 365 and Google. A red dashed box highlights the 'Add Mail Account' button in the middle screenshot and the 'Set Order' section in the rightmost screenshot.

Set Order
You can drag to set the order of accounts by tapping & holding the handle (≡) then dragging and dropping.

Add Mail Account

- Add email account to Outlook for iPadOS. You can add email from services such as Gmail, iCloud, Outlook.com, Yahoo!, or Exchange.
- Add a shared or delegated mailbox to Outlook for iPadOS
- Create a new Outlook.com or Hotmail email and calendar account.

Email Account Settings

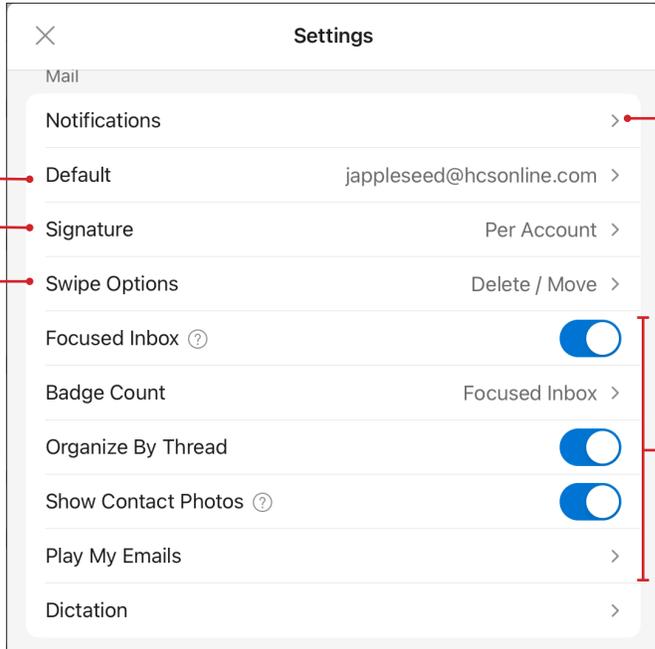
NOTE: Accounts setting differ upon what kind of account that you have setup on Outlook for iPadOS. For example, you may have more options for Microsoft 365 compared to an IMAP account.

- Description: Edit the name of the account
- Suggested Replies: Outlook can suggest words or phrases as you compose messages.
- Text Predictions: Outlook will be able to predict text and phrases for messages to help users type faster.
- Automatic Replies: Set auto replies for incoming messages.
- Block external images from loading in your Mail.
NOTE: This will not block images that are embedded in the email as an attachment.

- Save contacts allows new calls and text Messages to be linked with your existing contacts.
- Microsoft Editor: This feature leverages the technology used in Microsoft Word to surface spelling, grammar and refinement suggestions to users as they compose emails in Outlook on iOS.
- Editor Language: Choose another language other than what it's defaulted to as your dictionary.
- Security: Setup Outlook to send and receive signed and encrypted emails.
- Report Messages: Report Message add-in works with Outlook to allow you to report suspicious messages to Microsoft. You can have Outlook to Ask, Always Send or Never Send.
- Online Meetings: Set a meeting app as the default app to use. I.E. Microsoft Teams
- Shorten All Events: You can now have Outlook end your events a few minutes early or start them a few minutes late.
- Add People: Invite People to Share your inbox.
- Reset Account will delete any cached files and re-download the current data from your mail server.
- Delete the account from Outlook for iPadOS

Mail

You can set up your notifications, signatures and swipe options. Additionally, you can turn on/off Threads/Conversations, Focused Inbox and Contact Photos.



Notifications

Each mail account can have different settings for Notifications.

Focused and Other Inboxes - Notifies you when any email comes in.

Focused Inbox - Notifies you when email only comes in the Focused Tab.

Favorite People - Notifies you when an email from a contact marked as a favorite.

None - Turns off all mail notifications.

Sound for New Mail - choose a different alert sound when email comes in.

Signature

You can create a general signature for all your email accounts or you can create signatures for each email account by toggling Per Account Signature.

Swipe Options (covered on page 10)

Outlook lets you personalize swipe gestures to match your unique email habits.

Options include:

- Delete
- Move
- Archive
- Snooze
- Flag/Unflag
- Read & Archive
- Mark Read/Unread
- None

Default Email

Set which email account is the default account.

Focused Inbox

Turns on/off Focused Inbox.

Badge Count

Change how Outlook calculates the number to display on your Outlook icon (the number of emails in your Focused Inbox, or your total number of emails).

Organize Mail By Thread

Allows you view your Inbox in conversation threads or by list view.

Show Contact Photos

Turns on/off to show photos in your People cards.

Dictation

Choose a spoken language, turn on/off Auto Punctuation, Profanity Filter and Voice Commands.

Play My Emails

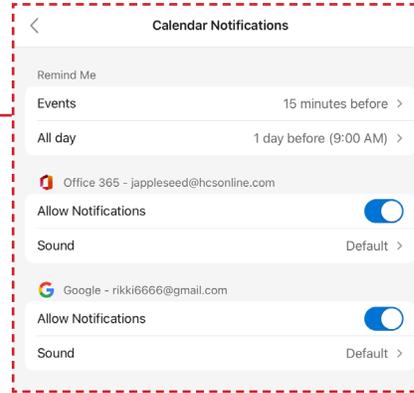
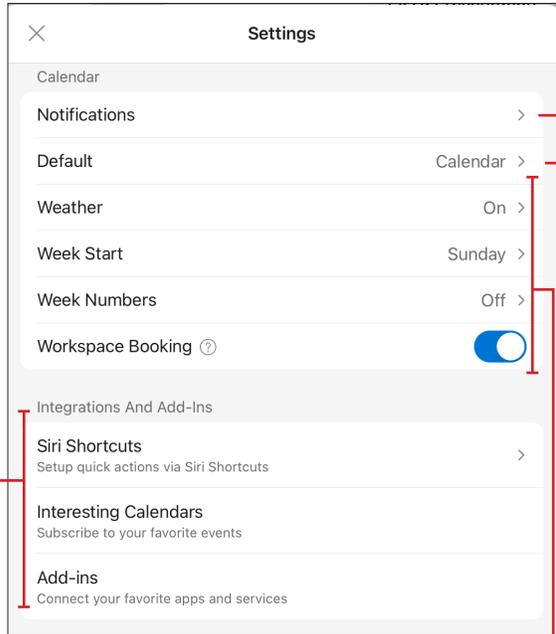
When headphones are connected to your device, you can play your emails.

NOTE: Only available for specific accounts. Outlook.com will work.



Calendar

Set your preferences for your Calendar. You can set your default calendar or notifications for different accounts. You can also add calendar apps for Outlook for iPadOS and subscribe to other calendars.



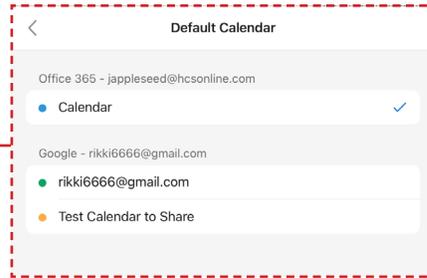
Notifications

Events: Sets a notification time before the event happens

All day: Sets a notification time for all day events.

Allow Notifications: Turns notifications on/off.

Sound: Sets a notification sound for your different accounts.



Default Calendar

Specifies the default calendar to use when you save events.

Siri Shortcuts

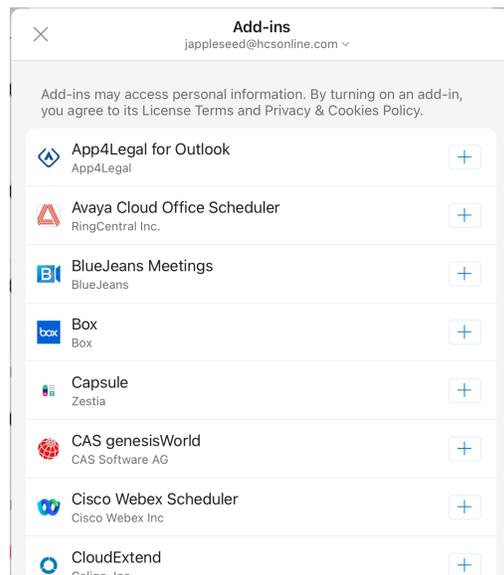
Use Siri commands to access actions without opening Outlook for iPadOS.

Interesting Calendars

Subscribes to different kinds of calendars such as Sports, other country calendars or holidays.

Add-Ins

Tap Add (+) to connect the selected Add-Ins to Outlook for iPadOS (see fig 6)



Weather

Shows you weather for your current location. You can set your temperature to Celsius or Fahrenheit.

Week Start

Sets a day to start your week. You can Set your start week for Saturday, Sunday or Monday.

Week Numbers

Shows week number in your calendar. Week numbers are calculated based on your first week preference.

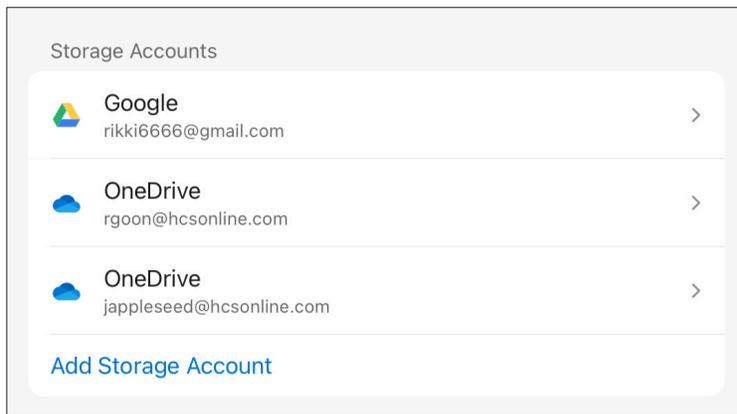
Workspace Booking

A workspace is a physical location you can work from. It can be a single desk or many desks. The way you book it is similar to how you book a conference room in Outlook. After you book the workspace, you'll initially see an entry in your calendar but that doesn't mean the booking is confirmed. You will receive an email with the status of the booking.

Fig 6

Storage Accounts

In addition to files from your device, Outlook for iPadOS lets you attach files from third-party storage accounts like Box or Dropbox to your messages. Outlook for iPadOS 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.



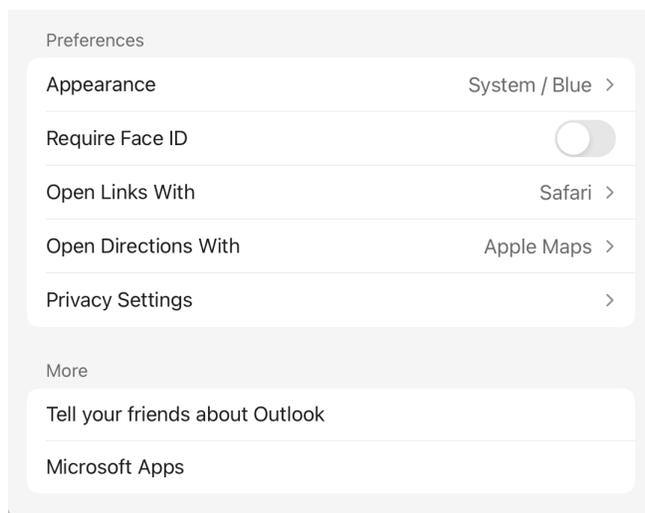
Add Storage Account

You can add the following Storage Accounts:

- OneDrive
- Dropbox
- Google Drive
- Box

NOTE: When you're signed into your iCloud account on your iPadOS device, iCloud drive is automatically added to Outlook for iPadOS

Other Settings



Appearance

Lets you choose Light mode, Dark mode or whatever appearance mode the system is set at.

Show Your Pride

Sets certain icons and areas to use Rainbow accent colors.

Require Face ID

Requires you to use FaceID to use Outlook whenever you open Outlook for iPadOS.

Open Links With

Sets a default web browser to use to open links from email.

Open Directions With

Sets a default navigation app.

Privacy Settings

Enables or disables data such as diagnostics to be collected and analyzed.
NOTE: the data collected will not contain your email address or your name.

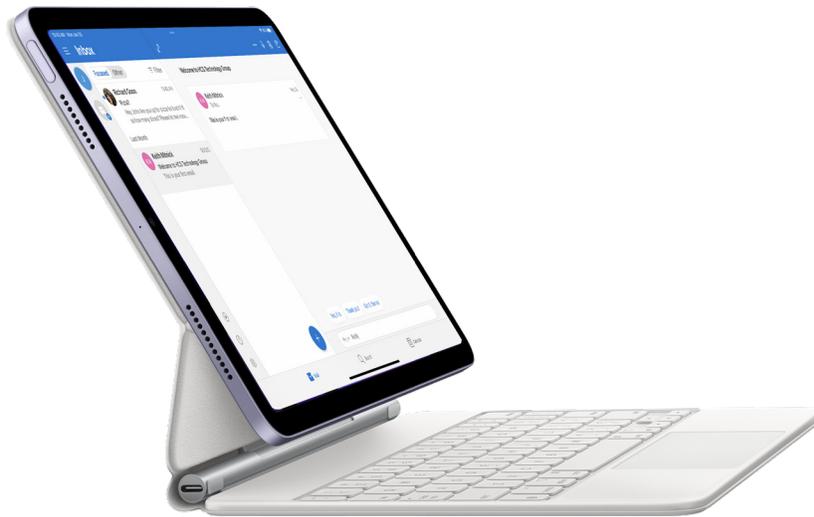
Microsoft Apps

Shows you what Microsoft apps you have installed on your device. Tapping on an app that isn't installed opens the app store and displays the entry for that app.



Magic Keyboard

Attaching a Magic Keyboard to your iPad can transform your iPad into a computer-like device. Not only does it come with a keyboard but with a trackpad to help you navigate on the iPad.



Quick Actions for emails in Inbox list

When you hover the dot over an email in the Inbox list, it will bring a quick action menu (Fig 7). You can choose to Delete, Archive, Flag or Pin.



Fig 7

Keyboard Shortcuts

Search	⇧ ⌘ S	Switch to Other	^ ⌘ S
Get All New Mail	^ ⌘ R	Open Filter.	⇧ ⌘ F
Select Previous Message	↑	Select Next Message	↓
Reply	⌘ R	Reply All	⇧ ⌘ R
Quick Reply	⇧ ⌘ Q	Forward	⌘ J
Move to Folder	⇧ ⌘ M	Snooze	⌘ S
Archive	⌘ A	Mark as Unread	⌘ U
Flag	⌘ L	Undo	⌘ Z
Mark as Junk	⇧ ⌘ J	Switch to Mail	⌘ 1
Switch to Search	⌘ 2	Switch to Calendar	⌘ 3
Create New Message	⌘ N	Create New Event	⇧ ⌘ N
Open New Window	⌘ ⌘ N	Delete	⌘

Tips

Mail

Play my Emails

You'll need an Office 365 work account, an Outlook account, or a Gmail account signed in to Outlook mobile registered in English and your device language set to English.

Set an Automatic Reply

NOTE: this only works if You are on Microsoft 365 or Microsoft Exchange Accounts.

1. In the Account Selector, on the bottom-left, Tap Settings (⚙️).
2. Under Mail Accounts, select an account
3. Tap Automatic Replies
4. On the right, toggle the slider to On.
5. Choose the following:
 - Reply to everyone
 - Reply only to my organization
6. Optional: When you have *Use Different Replies* turned on, you can have different replies for people inside your organization and outside your organization.

Do Not Disturb

1. In the Account Selector, Tap All Accounts (🏠).
2. Tap Expanded View (☰).
3. Tap Do Not Disturb (🚫).

Snooze an email

If you need to act on a message in the future, you can "snooze it". The message will be hidden from the Inbox until the time you specify for its return.

1. Top right-hand, tap the Overflow menu (⋮).
2. Tap Snooze.
3. Set time and day.

Accessing a contextual menu from an email

If you tap and hold an email, a contextual menu appears. You can select the following options:

- Multi-select
- Reply
- Reply All
- Forward
- Archive
- Move to Folder
- Mark as Unread
- Flag
- Open in New Window
- Delete

Calendar

Send Availability

While composing a new email, or replying to an existing email conversation, tap Calendar (📅). From the menu that appears, select Send Availability. In the Calendar view that appears, tap the time blocks where you would like to share your availability; you can select multiple times across multiple days.

Open Shared Calendar

Tap on Calendar (📅) in the top left-hand corner of the app. Tap Add (➕) in the top left-hand corner. Tap on Add Shared Calendar. Search for a person, room, or other mailbox in your organization. Tap the Add (+) next to the person, room, or other mailbox to add the shared calendar. The newly added shared calendar will appear in the list of calendars under your Microsoft 365 account.

Calendar Category colors

Category colors you've set on calendar events in your Microsoft 365 account in Outlook Desktop, Outlook Mac, or Outlook Web now show on Outlook for iPadOS in all your calendar views.



Tips

Search

- When you type words into the Search box, Outlook scans both email messages and many types of attachments for that word or phrase. For example, if you search for "project" either with or without quotes, Outlook will return all messages with the word project, projects, projector, projecting, etc. anywhere in the sender name, subject, message body, or attachments.
- When you type in an email address, for example hcs.tech@gmail.com, Outlook returns all email messages that contain that email address anywhere in the subject, message body, or many types of attachments as well as messages from that email address.
- When searching for an email by its subject line, the search will be more effective if you search for only a few words in the subject line. For example, to find an email with the subject Spring Planning Meeting Agenda 04/05/2021, search for Spring Planning or Meeting Agenda.
- Punctuation is ignored in the search box. Entering "Spring Planning Meeting." is the same as entering Spring Planning Meeting.
- Searching for terms that contain more than one language may return inconsistent results.
- When typing a name in the search box, it will instantly display suggestions from your most frequent contacts so its easy to look at past conversations with them.

Contacts

Since there is no built-in button for contacts for managing contacts. You need to use the contacts app that comes with iPad.

To enable access to Contacts:

1. On your iPad, Tap Settings.
2. Scroll down and tap Outlook .
3. Under Allow Outlook to Access: tap to turn on Contacts.

Add-Ins

You can use add-ins from popular services like GoToMeeting, Box, Slack for Outlook, Trello, and many more.

1. In the Account Selector, on the bottom-left, Tap Settings (⚙️).
2. Scroll to Integrations and Add-Ins .
3. Tap Add-ins.
4. Find an Add-In you want. I.E. Slack for Outlook.
5. to the Right, Tap Add [+]