

Connect. Organize. Get things done.

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

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

Tap **Filters** to only show messages that are **Unread**, **Flagged**, or have **Attachments**

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

Tap **Search** once to find recent contacts and files. Tap twice for a search box to find email contents and more

Swipe **right** or **left** to take action

To flag a message, tap to open, tap the three dots **More > Flag**

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

In Settings

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

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

Swipe options

Focused Inbox

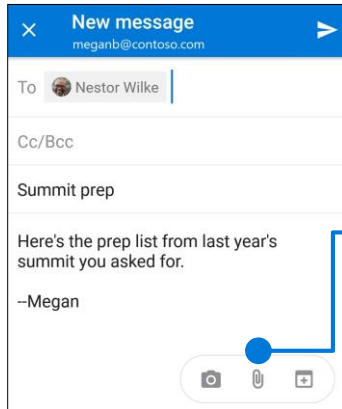
Focused Inbox intelligently presorts your email so you can focus on what matters.

In the Menu

Tap **Menu > Edit** icon and tap the star to **Favorite** a folder. Favorite folders rise to the top

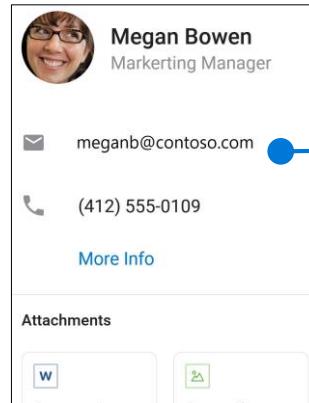
Tap **Menu > Bell** icon to set **Do not disturb** options

Attach a file from OneDrive



Tap **New Message** > **Attach** > **Choose from files** and select a file

Contact Card



In an email, tap a contact name to see their phone number, email address, and more

Manage your calendar, schedule meetings, and get reminders

Tap **Menu** to view or add a calendar including shared calendars

Switch to **Calendar** view

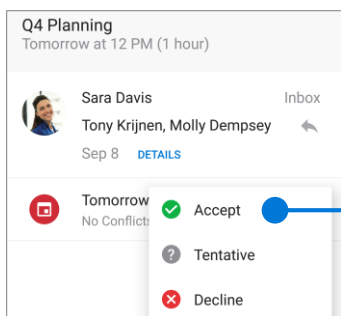
Swipe down to show more of the calendar

Tap a day to see events for that day

Tap **Meeting** to see the details

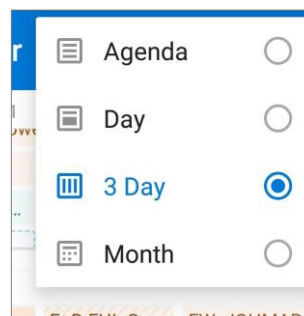
Create a new calendar event

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