

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 **Mail** view

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 **Calendar** view

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 to folder

Move to Other inbox

Move to spam

Mark unread

Flag

Schedule

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**

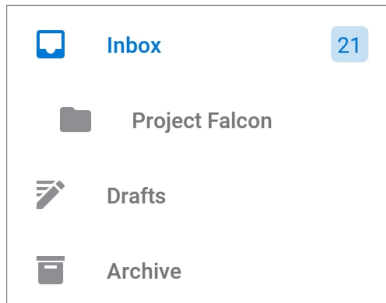
Badge count

Focused Inbox

Organize mail by thread

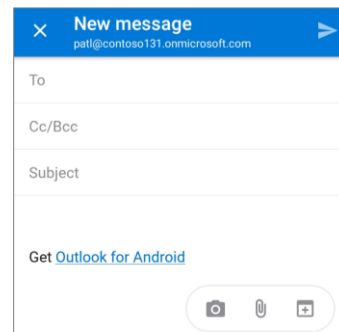
Find folders

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

Tap **Menu** to view a list of calendars or to add a calendar.

Swipe down to show more of the calendar.

Switch Calendar view.

Tap a day to see events for that day.

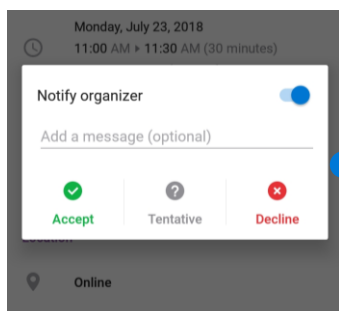
Create a new calendar event

Switch to Mail view.

Switch to Calendar view

The screenshot shows the Outlook calendar interface for July. The top bar is blue with a menu icon on the left and a 'Calendar' icon on the right. Below the bar is a calendar grid for July, with the 25th selected. Below the grid, there are event cards for 'Company Meeting' on Wednesday, July 25, and 'Project Team Meeting' on Thursday, July 26. A blue plus sign is visible at the bottom right of the event list. The bottom navigation bar shows a mail icon and a calendar icon.

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.

