

Be more productive on the go

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

The screenshot shows the Outlook for iOS inbox interface. Callouts point to various elements:

- Menu:** Tap **Menu** to see **Folders** or **Settings** for:
 - **Focused Inbox**
 - **Swipe Options**
 - **Organize By Thread**
- Filter:** Tap **Filter** to show only message that are **Unread, Flagged** or have **Attachments**. The filter is currently set to "Turn Off".
- Message Switching:** Tap to switch between **Focused** and **Other** messages.
- Swipe Actions:** **Swipe right** or **left** to take action on a message.
- Mail View:** Tap for **Mail** view.
- Calendar View:** Tap for **Calendar** view.
- Flagging:** To flag a message, tap to open, tap **... More > Flag**.
- Conversation Threads:** Items arranged by conversation thread indicate number of items in the conversation.

Set Swipe Options

The screenshot shows an email in the inbox with a yellow "Schedule" button on the right and a green "Archive" button on the left. Callouts explain:

- Swipe items in your inbox to quickly access your most used actions.
- Swipe Right:** Bobby Giangeruso, Team Lunch, Let's go down to Brook...
- Swipe Left:** jeruso, in to Brooklyn and g...
- Settings:** Tap **Settings > Swipe Options > Swipe Right** or **Swipe Left** and select an action.

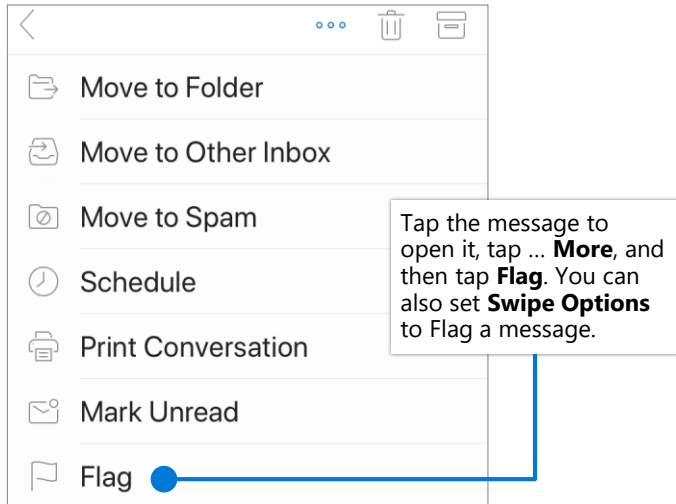
Turn Focused Inbox On/Off

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

The screenshot shows the Outlook for iOS Settings screen. Callouts explain:

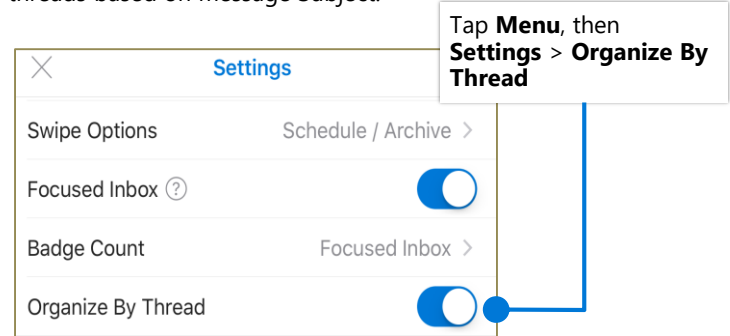
- Swipe Options:** Schedule / Archive >
- Focused Inbox:** Toggle is turned on.
- Badge Count:** Focused
- Menu:** Tap the **Menu** bar, **Settings > Focused Inbox** to turn Focused Inbox on or off.

Flag messages



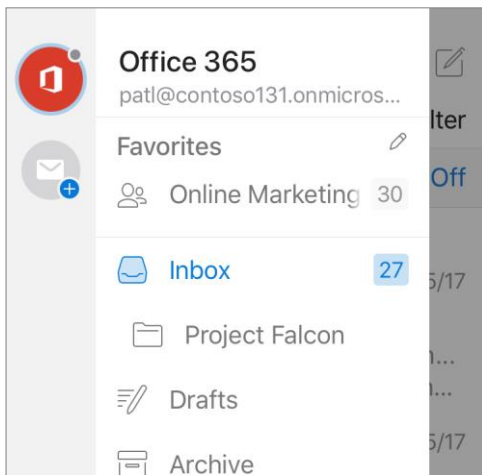
Turn Organize By Thread On/Off

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



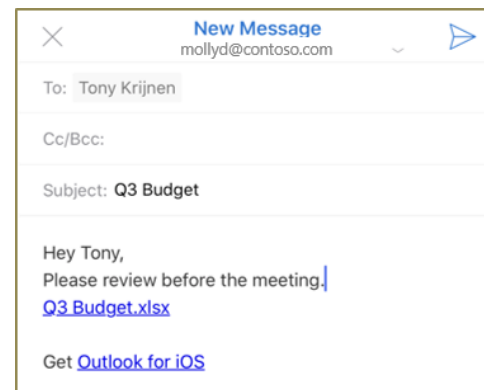
Find Folders

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



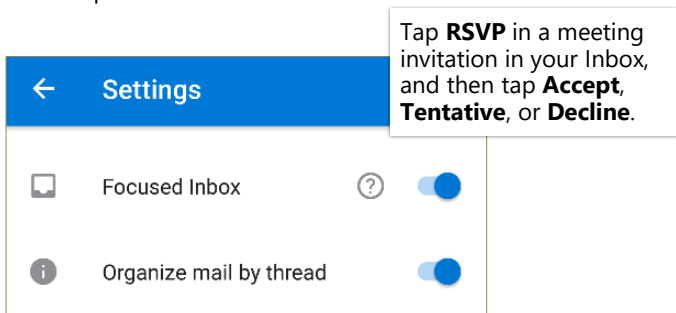
Attach a file from OneDrive

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

