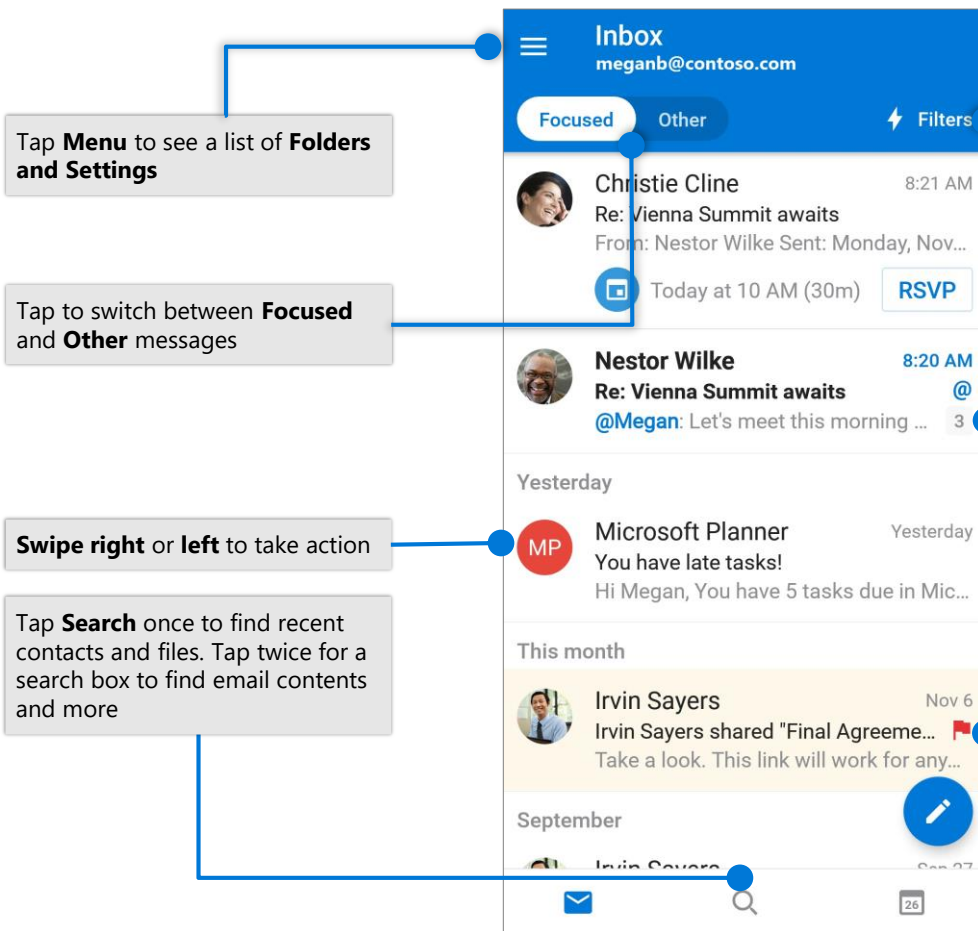


## Connect. Organize. Get things done.



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 and Settings**

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

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

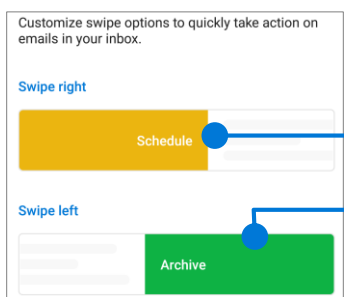
Tap **Search** once to find recent contacts and files. Tap twice for a search box to find email contents and more

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

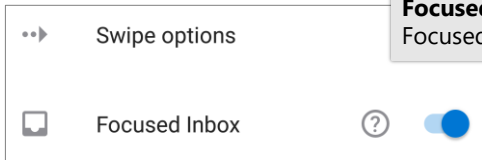
Items arranged by conversation thread indicate number of items in the conversation

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

## In Settings



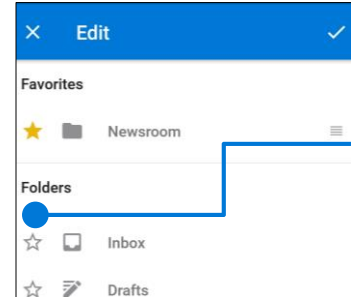
Tap **Settings > Swipe Options > Swipe Right** or **Swipe Left** and select an action



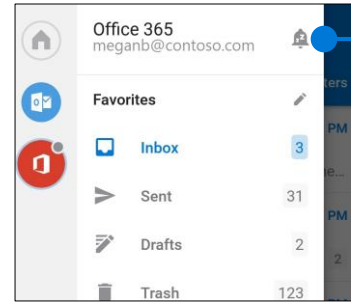
Tap the **Settings > Focused Inbox** to turn Focused Inbox on or off

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

## In the Menu

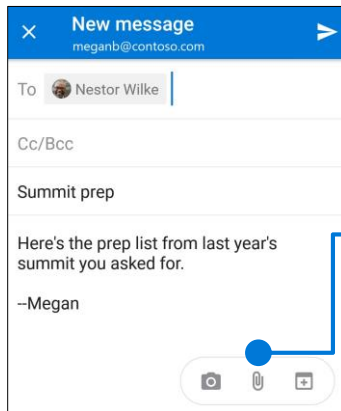


Tap **Menu > Edit** icon and tap the star to **Favorite** a folder. Favorite folders rise to the top



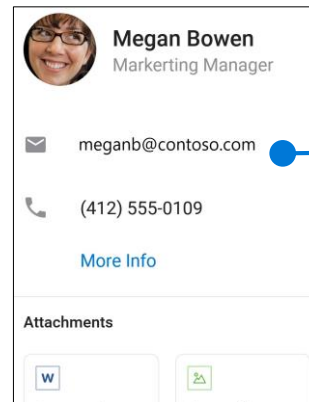
Tap **Menu > Bell** icon to set **Do not disturb** options

## 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

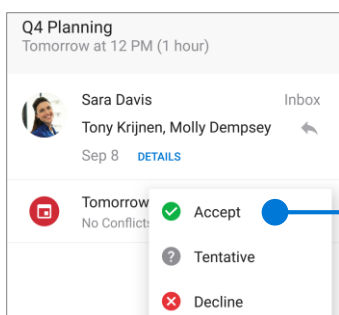
Swipe down to show more of the calendar

Tap a day to see events for that day

Tap **Meeting** to see the details

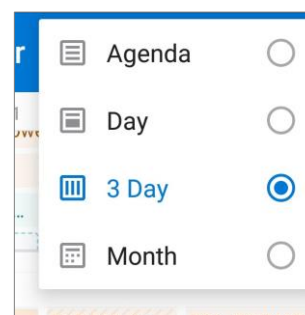
Create a new calendar event

## 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