Outlook for Android

Be more productive on the go
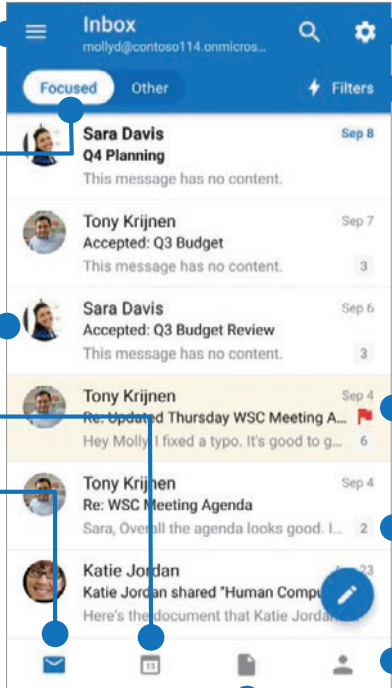
If you don't have it already, you can download Outlook for Android from the Google Play Store.

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 **Calendar** view

Tap for **Mail** view

Tap to view files on OneDrive or file storage services

Tap **Settings** for:
- **Focused Inbox**
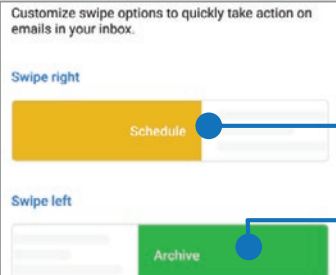- **Swipe Options**
- **Organize by Thread**

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.
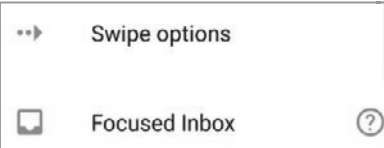
Tap for a list of contacts

Set Swipe Options

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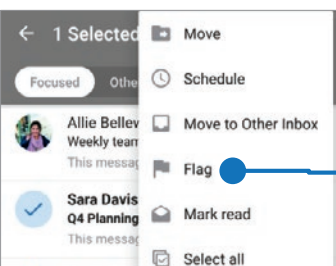
Tap the **Settings** > **Focused Inbox** to turn Focused Inbox on or off.

Flag messages

Tap and hold to select the message, then tap **Flag**. You can also set Swipe Options to Flag a message.

Turn Organize By Thread On/Off

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

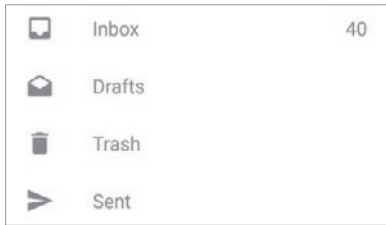Tap **Settings** > **More** > **Organize mail by thread**

LOGIN AND HELP INFO:
LOGIN: portal.office.com
WEB: https://www.bentley.edu/offices/client-services
CALL: 781.891.2854   **EMAIL:** helpdesk@bentley.edu

Outlook for Android

Find Folders

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

📭	Inbox	40
✉️	Drafts	
🗑️	Trash	
➤	Sent	
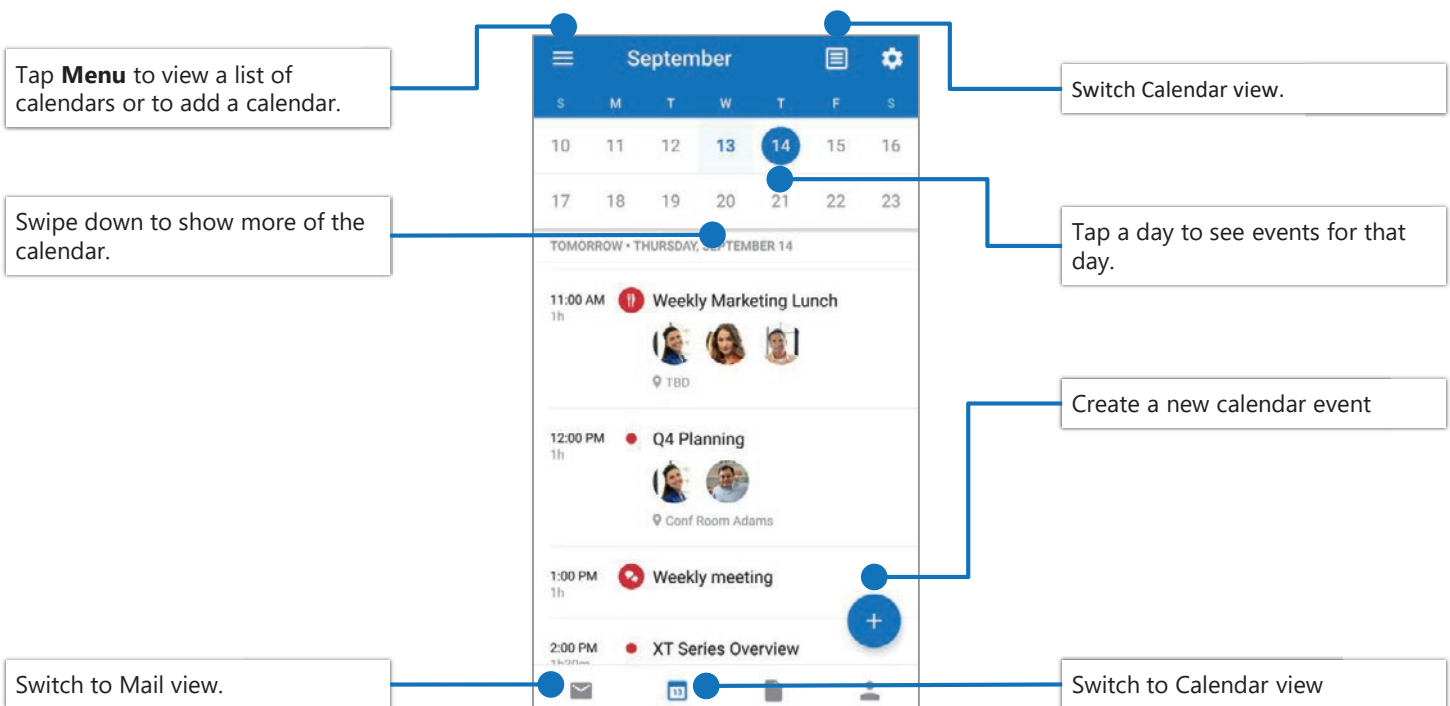
Attach a file from OneDrive

Tap **New Message > Attach** and select a file.

New message
mollyd@contoso.com
To Tony Krijnen
Cc/Bcc
Q3 Budget
Hey Tony,
Please review.
Q3 Budget.xlsx
Get Outlook for Android
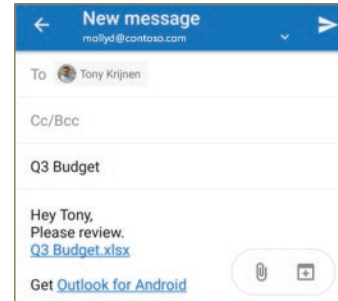
Manage your calendar, schedule meetings, and get reminders.

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

Swipe down to show more of the calendar.

Switch Calendar view.
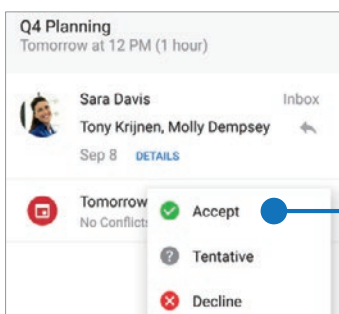
Tap a day to see events for that day.

Create a new calendar event

September
S M T W T F S
10 11 12 **13** **14** 15 16
17 18 19 20 21 22 23
TOMORROW • THURSDAY, SEPTEMBER 14
11:00 AM 1h Weekly Marketing Lunch 📍 TBD
12:00 PM 1h Q4 Planning 📍 Conf Room Adams
1:00 PM 1h Weekly meeting
2:00 PM XT Series Overview

Switch to Mail view.

Switch to Calendar view

RSVP to an invitation

Q4 Planning
Tomorrow at 12 PM (1 hour)
Sara Davis   Inbox
Tony Krijnen, Molly Dempsey
Sep 8 DETAILS
Tomorrow
No Conflict
✓ Accept
? Tentative
✗ Decline

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.

Se...
Wed,   9/15
All Day
7 AM
8 AM

Agenda ○
Day ○
3 Day ◉

Project Team Meeting Q3 Budget
Company Meeting Conference...