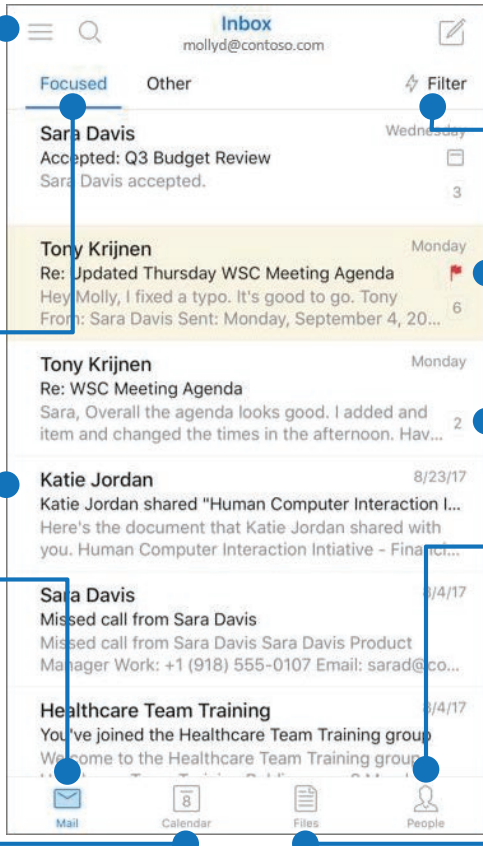


## Be more productive on the go

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



**Tap Menu** to see **Folders** or **Settings** for:

- **Focused Inbox**
- **Swipe Options**
- **Organize By Thread**

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

**Swipe right** or **left** to take action on a message.

Tap for **Mail** view.

Tap for **Calendar** view.

Tap **Filter** to show only message that are **Unread**, **Flagged** or have **Attachments**.

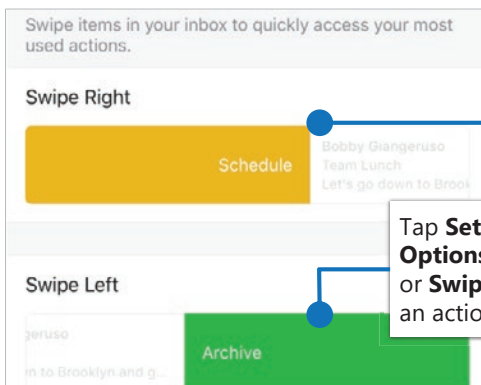
To flag a message, tap to open, tap **... More > Flag**.

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

Tap for a list of contacts.

Tap to view files on OneDrive or file storage services.

## Set Swipe Options



Swipe items in your inbox to quickly access your most used actions.

**Swipe Right**

Schedule Bobby Glangeruso Team Lunch Let's go down to Brook

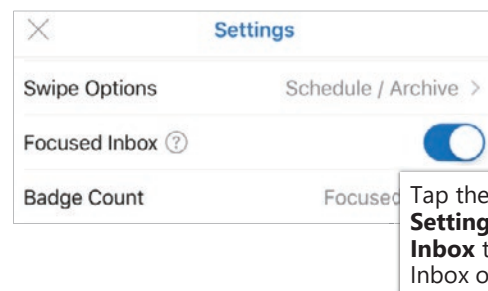
**Swipe Left**

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.



**Settings**

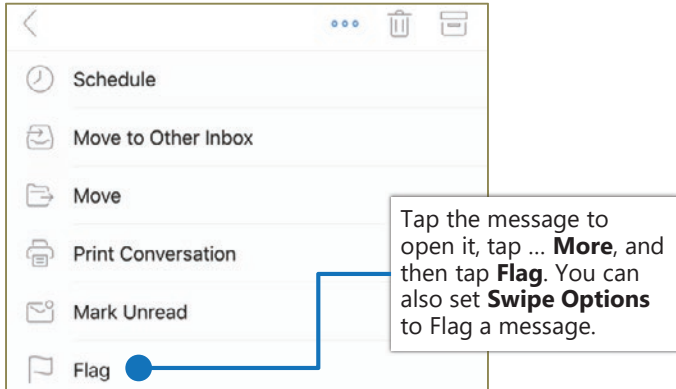
Swipe Options Schedule / Archive >

Focused Inbox

Badge Count Focused

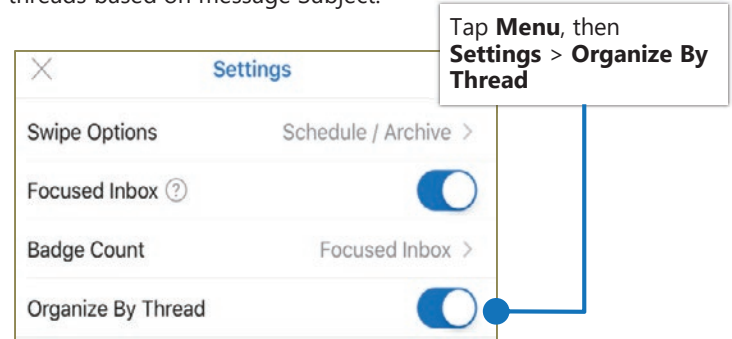
Tap the **Menu** bar, **Settings > Focused Inbox** to turn Focused Inbox on or off.

## Flag messages



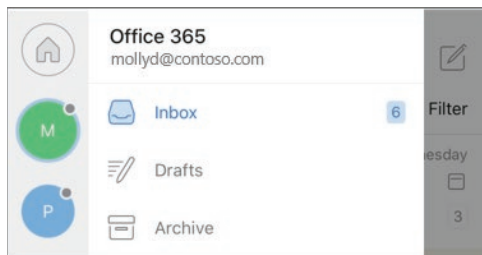
## Turn Organize By Thread On/Off

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



## Find Folders

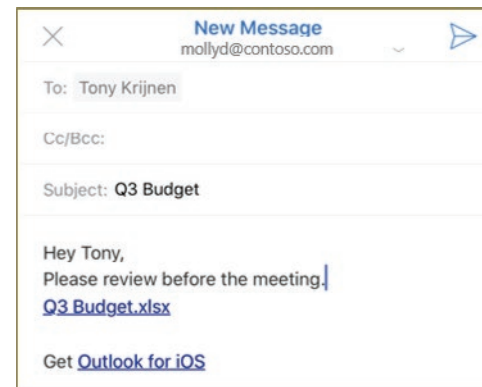
Tap the **menu** to see a list of folders.



mollyd@contoso.com

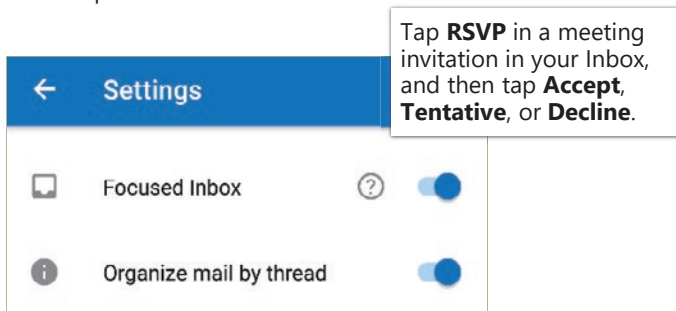
## Attach a file from OneDrive

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

