



Everyone – Using the MS Outlook App on the Apple iOS

Created: 26-March-2020

Author: Tony Tinè

Last updated: 3/26/2020

Operating System / Version: Apple iOS

Application / Version: Microsoft Outlook App for Apple iOS

Hardware Version: Apple

Summary: This document is a cheat sheet on how to use Microsoft's Outlook application on an Apple Product.

Cheat sheet - Outlook for iOS



Connect. Organize. Get things done.

Tap your account avatar (or logo) to switch account views, see Folders, manage Favorites, and access Settings.

Tap to switch between Focused and Other messages. Focused shows important emails while the rest are found on the Other tab.

Swipe right or left to take action on a message.

Notification dots appear when you have unread emails.

If you don't have Outlook for iOS, download it from the Apple Store.

Tap the compose icon to start a new message.

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

Quickly take action from your inbox with quick actions.

See where you're mentioned in emails with @mentions.

Indicates number of emails in a message thread.

Double tap for a keyword Search box.

Change settings

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

Tap **Focused Inbox** to turn Focused Inbox on or off.

Tap **Organize by Thread** to arrange messages as conversation threads.

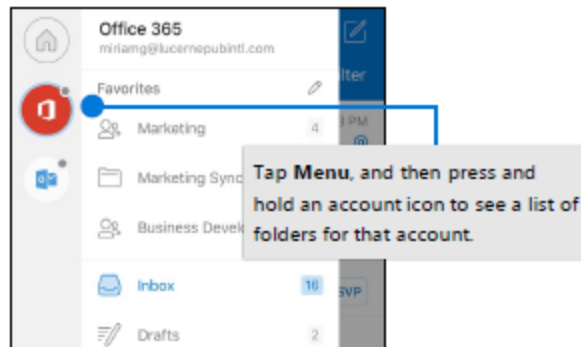
Add a favorite folder

From the account and folder view, tap the pencil to add and manage your Favorites.

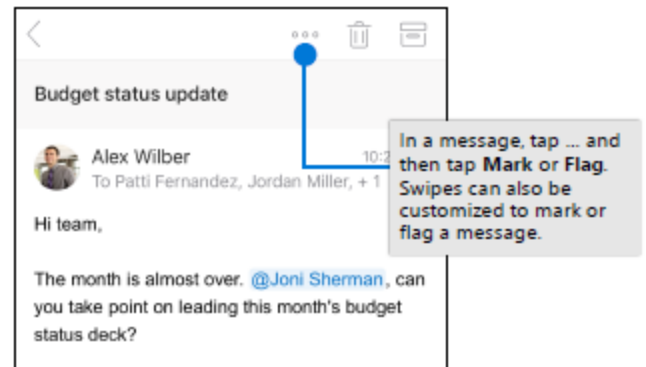
Cheat sheet - Outlook for iOS



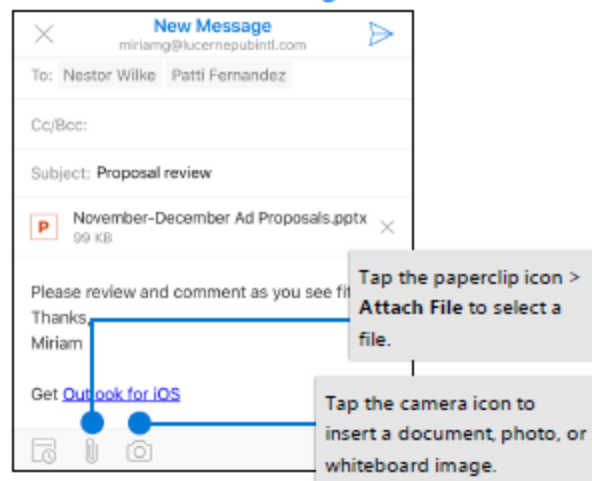
Find folders



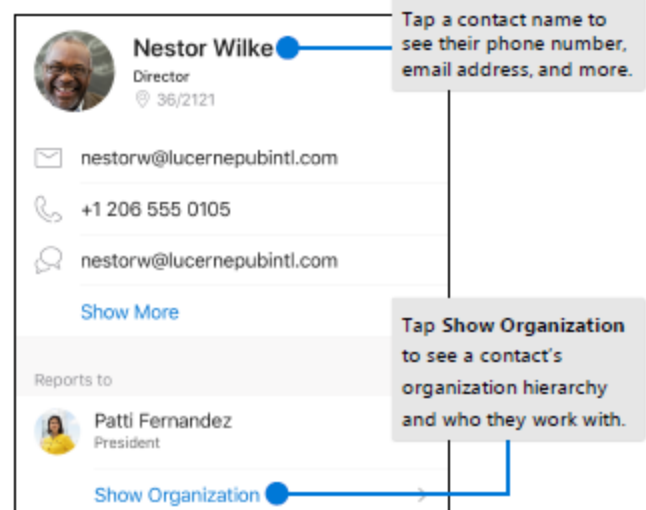
Mark and flag messages



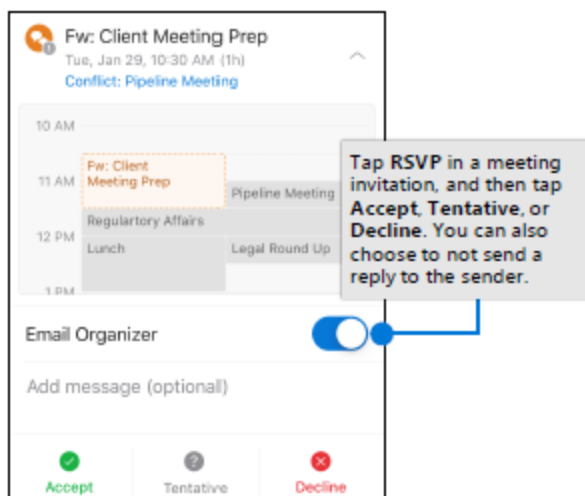
Attach a file or image



View contact cards



RSVP to an invitation



Change calendar view

