

## Be more productive on the go

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

If you don't have it already, you can [download Outlook for Android](#) from the Google Play Store.

## Set Swipe Options

Customize swipe options to quickly take action on emails in your inbox.

**Swipe right**

Schedule

**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.

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

Swipe options

Focused Inbox

## Flag messages

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

1 Selected

Move

Schedule

Move to Other Inbox

Flag

Mark read

Select all

## 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**

Organize mail by thread

Link preview

