

## GETTING STARTED

The **Microsoft Outlook** app for Android is a powerful tool that can not only send and receive emails, but can also customize a schedule with appointments and meetings providing the opportunity to make the most of Outlook on your mobile device when you are on the go. With the Outlook App, you can:

- Send and receive messages
- Schedule meetings and appointments
- Access files from cloud-based storage locations and attachments
- Locate Contacts from the Global Address List and your mobile device.

**Vital Info:** The Navigation Pane is only available for the Mail and Calendar sections of the mobile app.

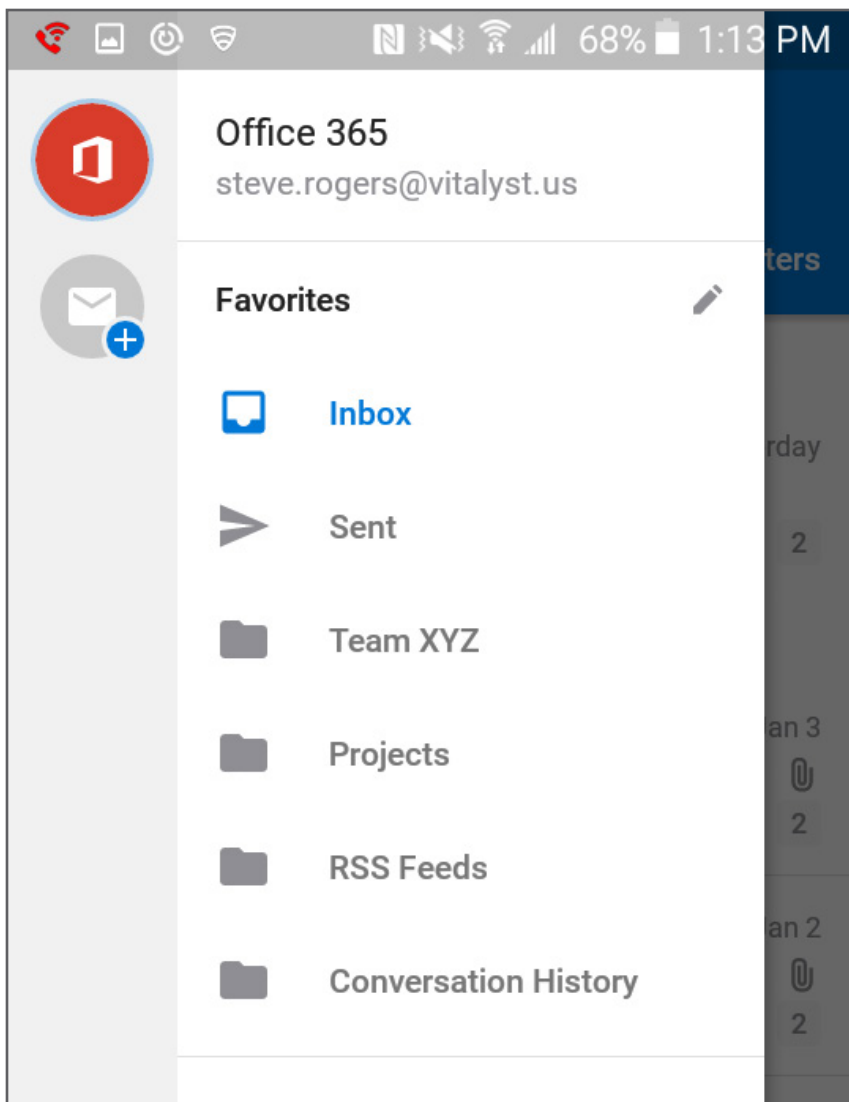


Image 2. Outlook Android Mobile App Navigation Pane

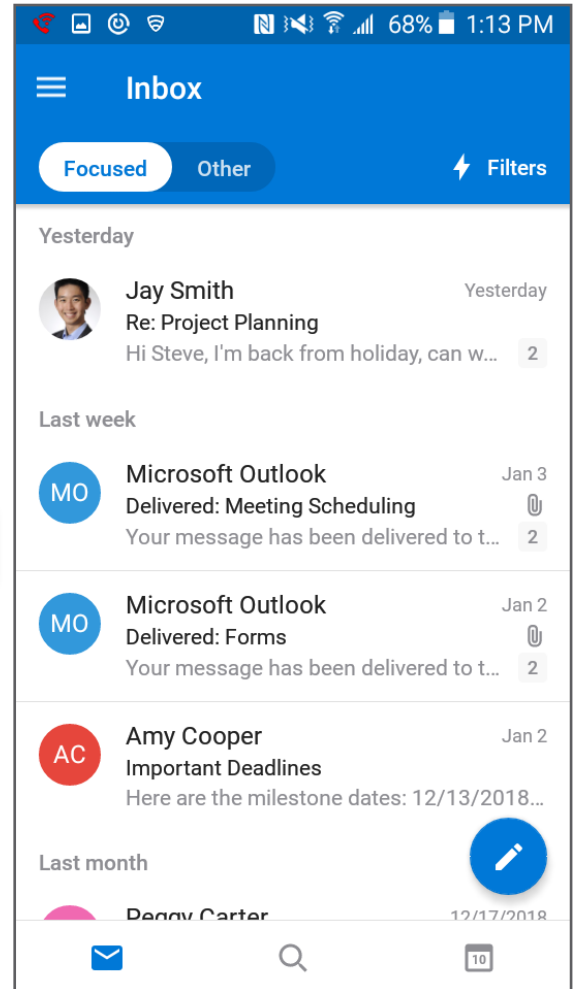


Image 1. Outlook Android Mobile App Inbox

The Navigation Bar is located at the bottom of the screen (see Image 1). The icons, to navigate between the Outlook app modules, are located here. When in a specific section, the corresponding icon will change from a grey icon to a blue icon. The Navigation Bar contains icons for **Mail**, **Calendar**, and **Search**.

The **Navigation Pane** will be hidden, at first. Simply swipe in from the left of the screen to reveal the Navigation Pane at any time (see Image 2).

The body and Navigation Pane only show options based on the item selected from the Navigation Bar. This differs depending on the device containing the Outlook app. When on an Android phone, it often shows much less than when on an Android tablet. For example, on a phone, the Inbox will show only the message list. When viewing the same inbox on a tablet, the Message List will appear with the currently selected message showing to the right of that in a reading pane.

## MESSAGING

The Outlook app utilizes the **Focused Inbox** feature, which is the default for first-time use. The Focused Inbox intelligently presorts email focusing on what is important. The tabs labeled **Focused** and **Other** allow for switching between presorted email and others (see Image 3). To disable this option, tap the **Settings Gear** in the upper-right and toggle the Focused Inbox option off.

Across from the Focused and Other tabs is the **Filter** option. You can filter messages based on three options: **Unread**, **Flagged**, and **Attachments**. Searching for a specific message? Tap the **Magnifying Glass** icon in the upper-right to search for specific messages or senders. The filters can also be applied to any performed search results.

Swipe gestures are another feature that make the management of inbox messages simple. By default, swiping a message to the right will create a meeting with the sender and swiping left will Archive the message. The Swipe Options can be changed by navigating to the **Settings** menu and tapping **Swipe Options** to adjust what the left and right swipe do.

Clicking the **New Message** icon in the lower-right of the Mail section will launch a new, blank message (see Image 4). Use the on-screen keyboard to enter the recipients, subject and body of the message. When ready to send, tap the **Paper Airplane** icon in the upper-right.

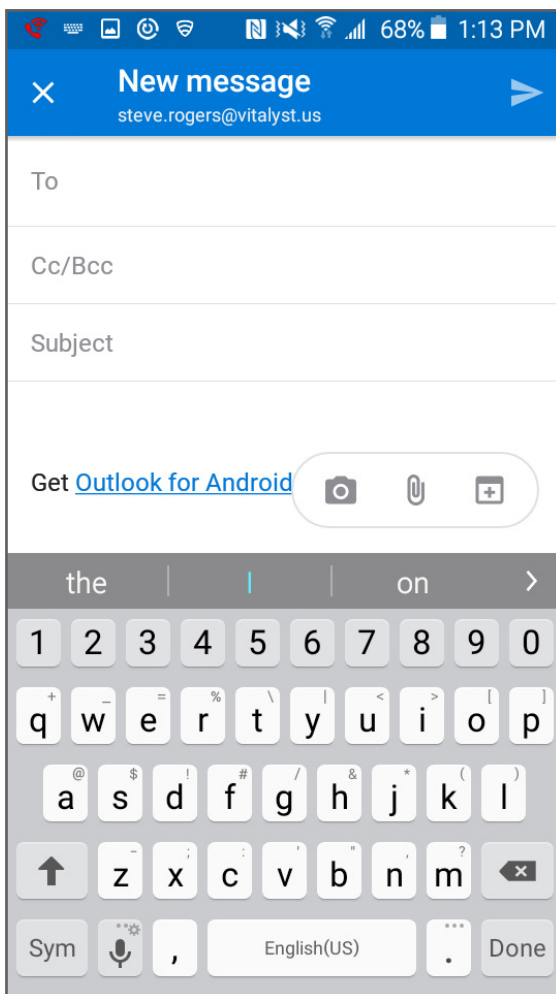


Image 4. Outlook Android Mobile App New Message

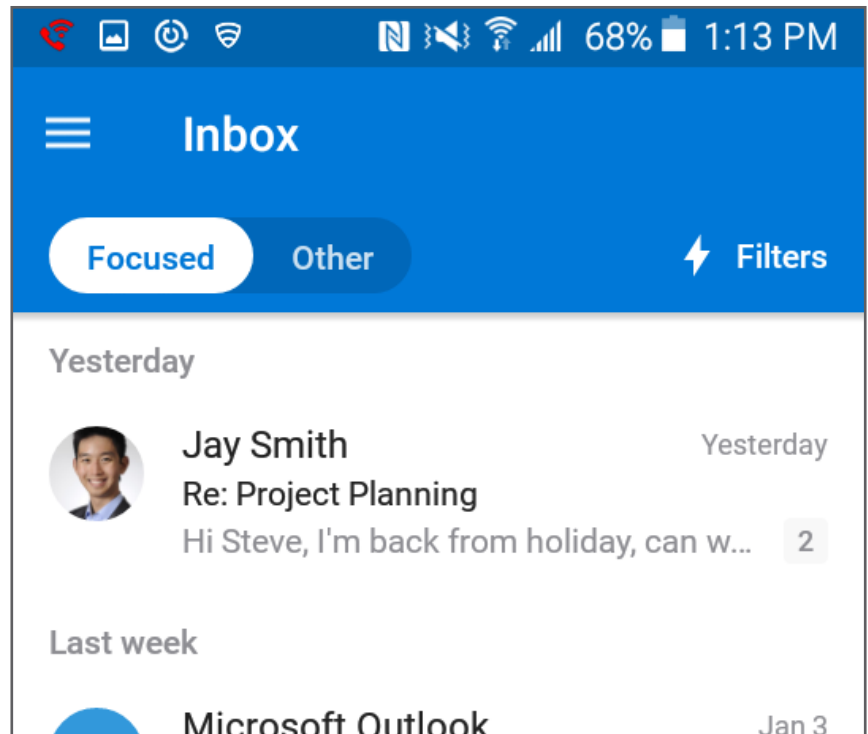


Image 3. Outlook Android Mobile App Inbox Tabs and Commands



### To add a File Attachment to an Email:

1. In the message window, tap the Paperclip icon
2. Tap Attach a File
3. Select the location you would like to attach the file from
4. Tap the file and then tap Attach File

If you use Office 365 Groups in conjunction with Outlook 2016, you will also have access to those Groups in the mobile app. Groups are a great way for multiple people to engage in a single conversation when working together on a team project. Access the group by tapping the **Groups** icon in the Navigation Pane within the Mail section. While the features are not as robust as they are with Office 365 and Outlook 2016, the app enables you to respond to the group conversations and calendar events.

## CALENDAR

In the Outlook mobile app, the **Calendar** can help organize and keep track of important events throughout the week. Within the Calendar section of the mobile app, Outlook allows for users to:

- View all upcoming tasks for a day, week, or month
- Set up and invite people to meetings
- Add calendars from other Accounts and calendar apps.

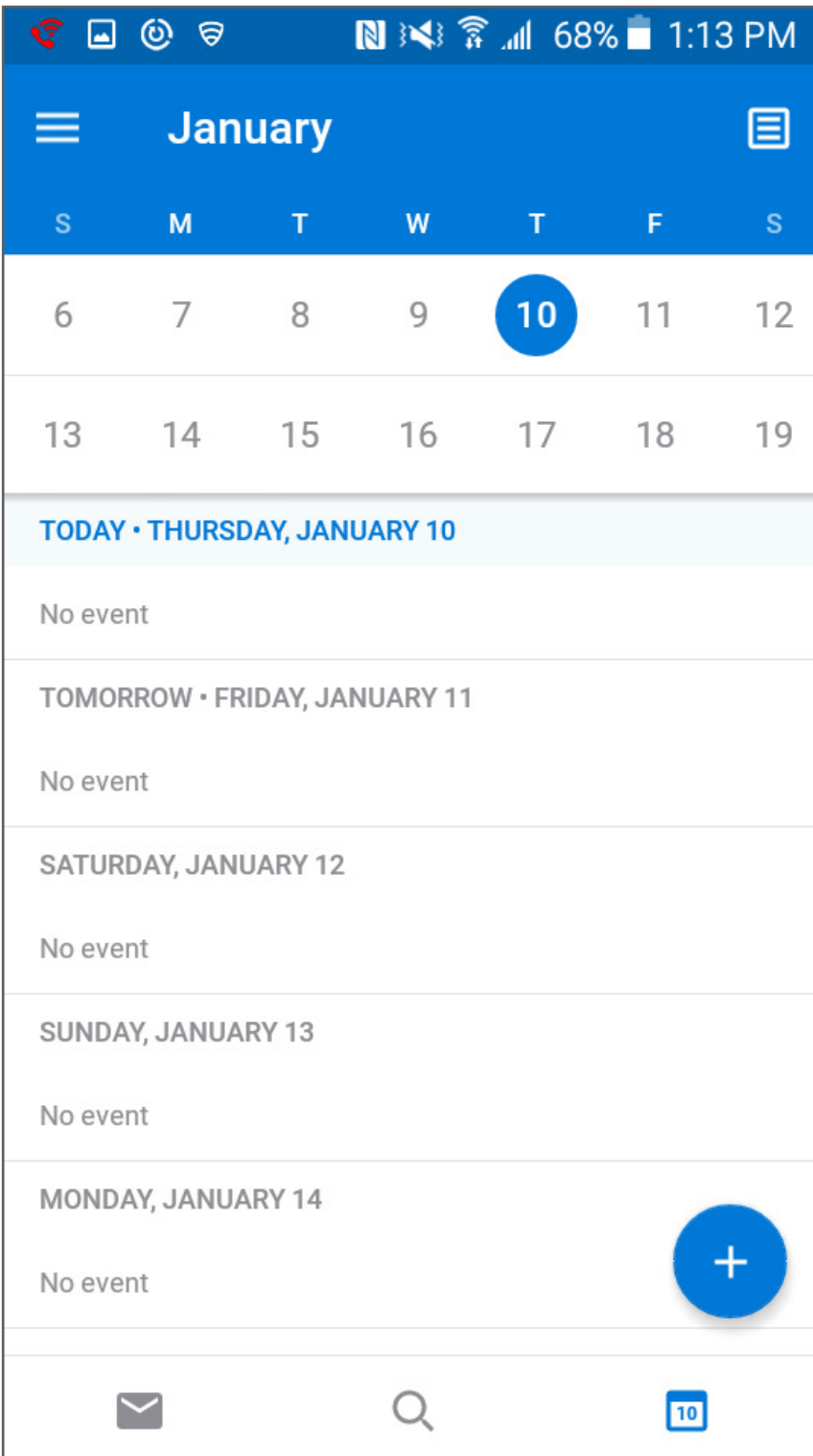


Image 5. Outlook Android Mobile App Calendar in Agenda View



### To Create a New Meeting or Appointment:

1. Navigate to the Calendar section, select a day
2. Tap the + icon in the lower-right
3. Enter any important information and attendees  
*Adding attendees will create a meeting. If you do not add any attendees, the event will be created as an appointment.*
4. Tap the Check mark to send the meeting

In the Calendar section of the mobile app, there are an assortment of views that can be used. Tapping the **View** icon (see Image 5) allows you to switch between **Agenda**, **Day**, and **3-Day** view.

- Agenda view shows a list of all of upcoming events across multiple days with a mini calendar at the top.
- Day view shows the single day with events shown as blocks of time along with the mini calendar at the top.
- 3-Day view will remove the mini calendar from the view, and show today and the next two days side by side, similar to Schedule view from the desktop application.



### To Share your Calendar:

1. Swipe from the left to reveal the Calendar Navigation Pane
2. Tap the Menu icon
3. Tap the Gear next to the calendar you want to share
4. Tap Add People
5. Search for and select a colleague(s)
6. Tap the Arrow in the upper-right
7. Tap the individuals name with their current permission level
8. Tap the permission level to assign and tap the back arrow in the upper-left
9. Tap the Check mark in the Share Calendar view

## PEOPLE

The **People** section of the mobile app contains the address book. To access this section, tap the Search icon and then Contacts. The People section is responsible for managing, creating or changing contact information directly on the mobile app. In Office 365, the information added and edited in the mobile app will sync to your Office 365 account on the portal.



#### To Add a contact from an Email Message:

1. Tap the email message to open
2. Tap the Contacts picture in the from field
3. Tap Add Contact at the bottom (see Image 7)
4. Tap Edit to add any additional information
5. Tap Save

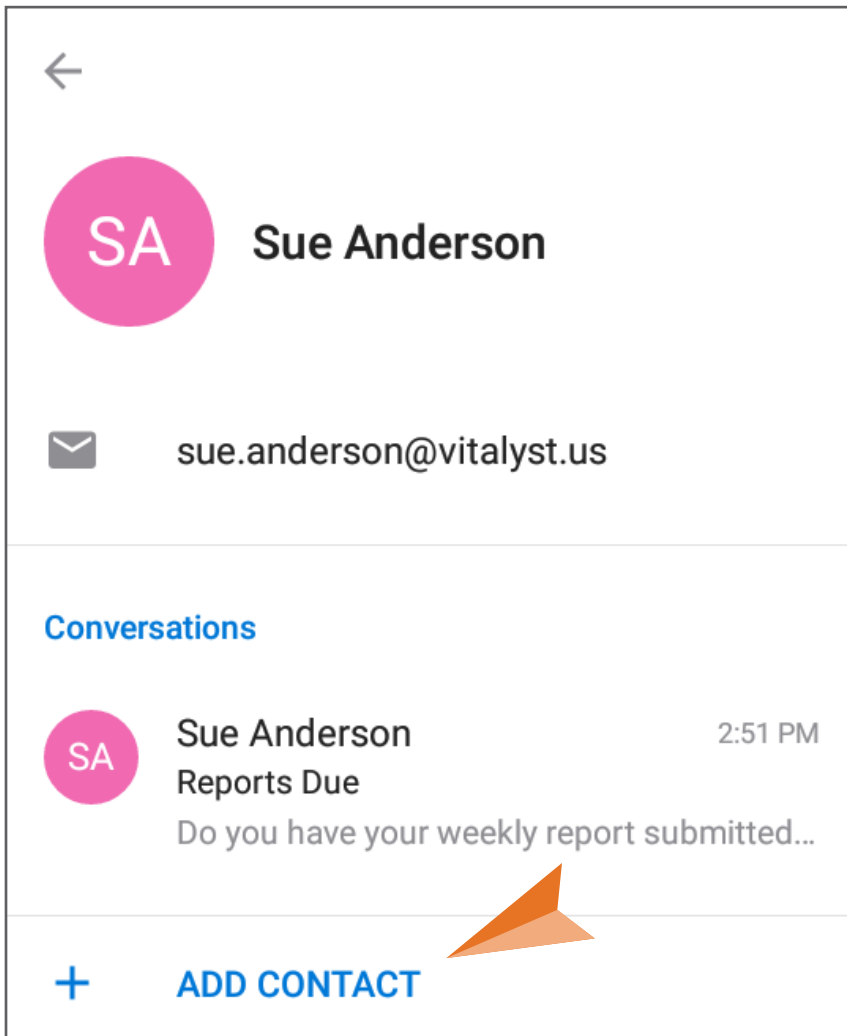


Image 7. Outlook Android Mobile App Adding a Contact from a Message

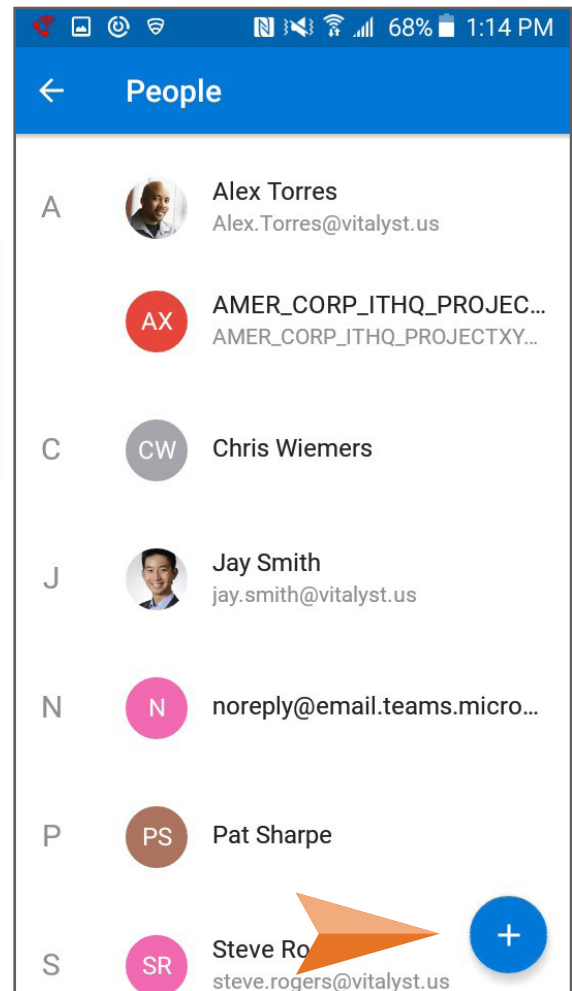


Image 6. Outlook Android Mobile App People Section

There are many ways to add contacts to the Outlook account. In the People section of the Mobile app, note the **+** icon in the lower-right (see Image 6). Tapping this will open a **New Contact** form. Fill out the information and tap Save and the new contact is created and saved. Additionally, contacts can be added directly from emails received.

Once contacts have been added to the app, simply tap their name to view their contact card. Tapping **Edit** at the bottom of the card will allow for changes, such as, adding or removing information from the contact.

If a contact's email address is tapped, it will bring up a prompt to send an email addressed to that person right away.



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