Setting Up and Using Your Mobile Device with Office 365

Use the Microsoft Outlook mobile app which you can download for free from either the Apple Store (Outlook for iOS) or Google Play (Outlook for Android)

Setup Instructions for the Outlook App:

iPhone or iPad Devices

Android Devices

1. **Download the app**

   Visit www.O365.com/outlookmobile to download Outlook for iOS and Android.

   For enrolled devices, follow the instructions on the Outlook mobile Setup Page.

2. **Add your email account**

   Visit the Outlook mobile Help Center and choose the set up option for your preferred device for detailed install instructions.

   For troubleshooting, visit here.

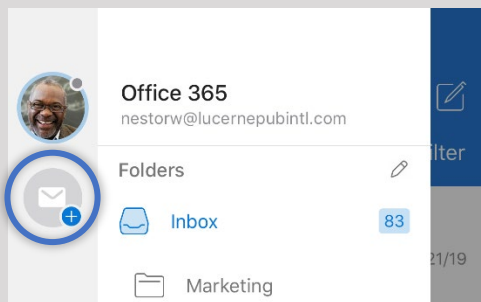3. **Add other file storage accounts**

   1. Go to Settings > Add Account.
   2. Select Add Storage Account.
   3. Choose your account and follow the instructions to login to your storage provider.

4. **Add or switch between multiple accounts**

   Add or switch between multiple accounts easily with Outlook on your phone. Outlook for iOS and Android supports Gmail, Outlook.com, Hotmail, Yahoo and other accounts

   1. To add an account, tap your account menu in the top left corner in your Outlook app. Select the blue plus sign to add another account.
   2. Once you have multiple accounts added, you can easily switch between them.
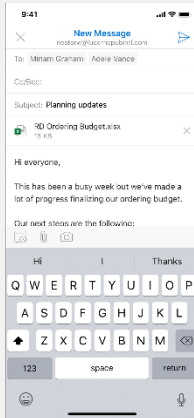

   Pro Tip #1 : Tap an account icon to quickly switch to another account inbox, long hold it to keep it open it to pick a different folder.

   Pro Tip #2 : If you have multiple accounts, easily see all of your emails in *one view* by tapping the home icon in the top left corner.

Get started with Outlook mobile

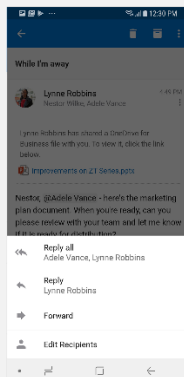### 1. Send an email

1. Tap the compose button. On Outlook for iOS, it's in the top right corner. On Outlook for Android, it's in the bottom right corner.

2. From this screen, you can compose a message, add attachments, or send your availability.

3. After you compose the message, tap the arrow in the top right corner to send it.

iOS

2. Reply to an email

1. At the bottom of your email, Outlook for iOS and Android allows you to Reply to All. You can also select the arrows ↩ to Reply, Forward, or Edit Recipients.
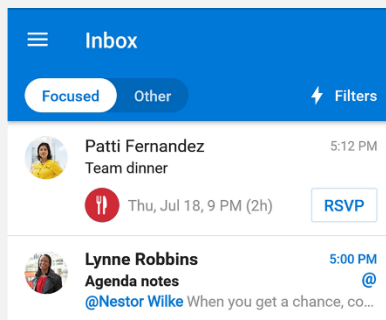

Android

3. Focus on important mail

Focused Inbox separates your inbox into two tabs—Focused and Other. Your most important emails are on the Focused tab while the rest remain accessible on the Other tab. View a video about Focused Inbox.

Your most important emails are in the Focused tab, while the rest wait for you in Other. You'll be informed about email flowing to Other, and you can switch between tabs at any time to take a quick look. If you need to fine tune your Focused Inbox, just use the "Move to Focused" or "Move to Other" options. *Focused Inbox is on by default.*

You can manage Focused Inbox by going to Settings then Focused Inbox.

4. Arrange messages by threads

Organize mail by thread arranges messages as conversational threads based on the message Subject. Easily view all messages with the same Subject in the same thread. Just tap the message to view previous messages and conversations. *Organize mail by thread is on by default.*

1. Tap Settings.

2. Scroll down to Organize mail by thread, then tap the button   to toggle the setting.

5. Manage notifications

You can set email and calendar notifications for each of your accounts.

For app-specific content:

1. Open the Outlook app.

2. Go to Settings > Notifications under Mail OR Notifications under Calendar.

3. Change which email accounts you wish to see notifications for.
4. Set email notifications for Focused Inbox and Other inbox, Favorite People (see Pro Tip), or none.
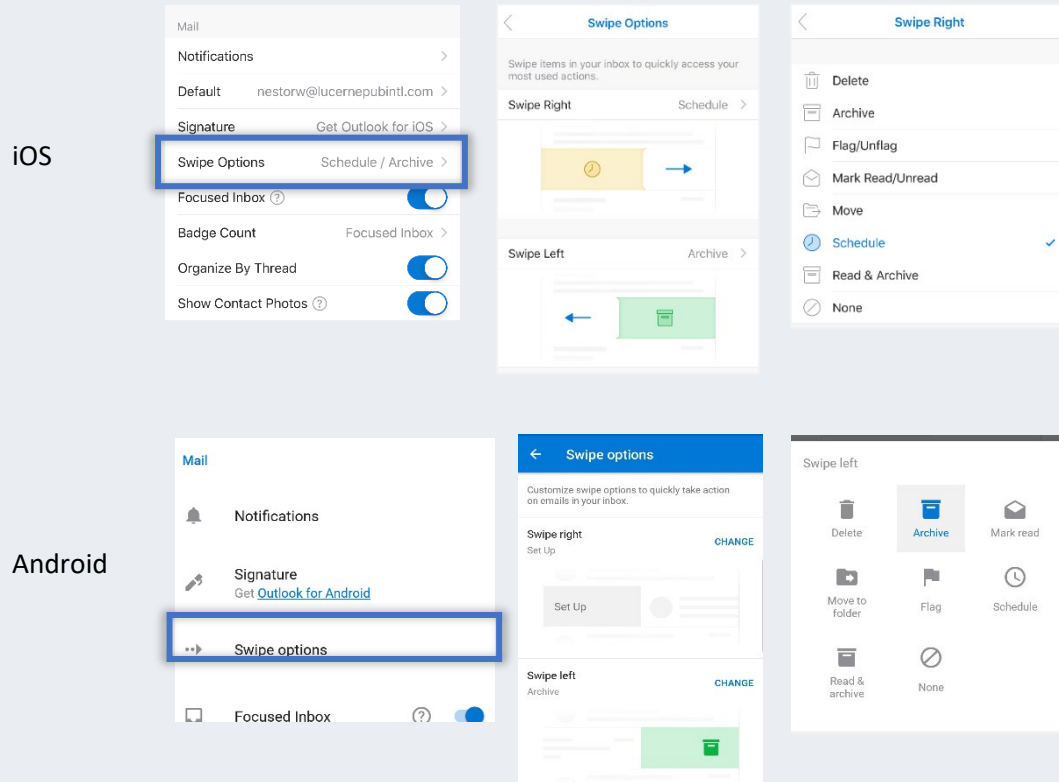5. Set calendar notifications by account.

Choose how your notifications show on your device:

1. On your device, go to Settings > Notifications.

2. Scroll down your list of apps to Outlook.

3. Update how you wish to receive notifications.

Pro Tip: Select someone as a **favorite person** to get notifications from VIPs and create a special place in your sidebar to quickly access recent emails from them . Learn more here.
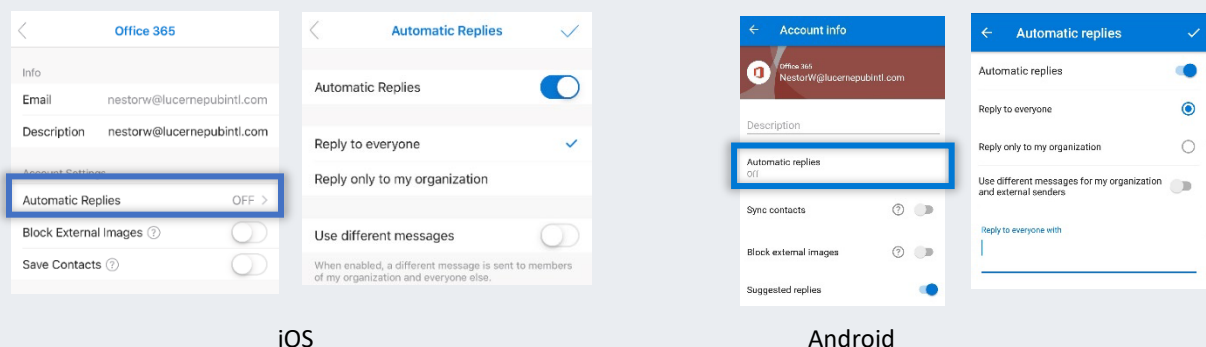
6. Changing swipe options

The first time you swipe on an email, Outlook will help you set up your preferred swipe actions. You can always update them by going to Settings and selecting Swipe Options. View a video about swipe options.

iOS

Android

7. Adding an away message/Automatic reply

Going on vacation or a work trip? Set up Automatic replies.

You can choose to send them to everyone or only your organization.

iOS   Android

Pro Tip: Enable Do Not Disturb to give yourself quiet time from your emails - whether you're on vacation or just want focused time at work (currently on Android, coming soon to iOS).
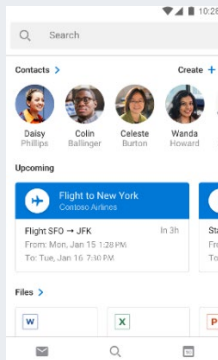
8. Find what you need

Our intelligent search will help you find top people, events, upcoming travel information, package deliveries, restaurant reservations and documents without having to type anything.

If it's a recent attachment, you can go to the search tab and look in the Files section.
If not, tap the search icon twice to enter *anything you remember* about the file or email, such as a name. As the results start to appear, look for the Attachments filter with the paper clip icon and turn it on.

Your view is filtered to show emails with attachments so you can quickly find the email you need and get to the attachment you are looking for. Watch how to search for an attachment.

Search view

Additional resources

Outlook tutorial videos for your phone

Tips and tutorial videos to learn more about Outlook for Android and iOS
- Outlook mobile tutorial videos

Time saving tips and tricks

The document outlines time saving Outlook mobile tips that will help you stay on top of your day.
- Time saving tips and tricks

Cheat sheets

- Outlook for Android
- Outlook for iOS

Optimize Outlook mobile on your iOS or Android device

After you set up email in Outlook for Android or Outlook for iOS, you can customize the mobile app to stay connected the way you want.
- Optimize Outlook mobile on your iOS or Android device