Compare Outlook for PC, Outlook on the web, and Outlook for iOS & Android

You might wonder which Outlook app to use for your daily tasks, such as sending email, scheduling, and managing your tasks and contacts. Each app offers a consistent user experience to help you be productive, but they serve different purposes. This article helps you decide when to use Outlook, Outlook on the web, or a mobile device.

Outlook	Outlook on the web	Mail and Calendar
Available for purchase as part of Microsoft 365 or Microsoft 365.	Accessible from most browsers at Microsoft 365 portal.	Available for iOS and Android devices.
Outlook is our most full-featured email and calendar app, optimized for PCs and laptops. If you're a heavy email and calendar user, and you want all the advanced features and capabilities of email, such as scheduling and task management, rich formatting, or mailbox rules, Outlook is the best choice for you. You can use Outlook with your Microsoft 365 account for business or with other accounts, such as Outlook.com.	For quick access to your email, calendar, and contacts on any computer with an Internet connection, sign in to your organization's Microsoft 365 mailbox. For example, if you're on a business trip and only have access to a shared computer in a conference center, you can use Outlook on the web to securely access your emails.	Mail and Calendar apps provide basic email and calendaring features, best suited for your mobile devices. Apps are touch-friendly and mobile optimized for simplified user experience. You can use and customize the swipe gestures to take actions like delete, flag, move, and so on. The Mail and Calendar apps can be set up with your Microsoft 365 account, Outlook.com, Gmail, iCloud, Yahoo!, and other IMAP and POP accounts. - Set up email on an Android phone or tablet - Set up email on iPhone, iPad, or iPod Touch

Mail Folder pane

Feature	Outlook for PC	Outlook on the web	Outlook for iOS	Outlook for Android
Folders list	Yes	Yes	Yes	Yes
Favorite folders list	Yes	Yes	No	No
View PSTs	Yes	No	No	No
Create new folder	Yes	Yes	Yes	Yes
Rename folder	Yes	Yes	No	No
Clutter folder	Yes	Yes	Yes	Yes
View/Send mail from Shared Mailboxes	Yes	Yes	No	No
Access to Public Folders	Yes	Yes	No	No
Microsoft 365 Groups	Yes	Yes	Yes	Yes

Message List Actions

Feature	Outlook for PC	Outlook on the web	Outlook for iOS	Outlook for Android
Conversation view	Yes	Yes	Yes	Yes
Toggle conversation view with classic	Yes	Yes	Yes	Yes
Flag/Follow up	Yes	Yes	Yes	Yes
Categorize	Yes	Yes	No	No
Ignore conversation	Yes	Yes	No	No
Clean up thread	Yes	Yes	No	No
Report as junk	Yes	Yes	No	No

	Outlook for PC	Outlook on the web	Outlook for iOS	Outlook for Android
Assign Policy archive or retention policy	Yes	Yes	No	No
Mark as Clutter	Yes	Yes	No	No
Focused Inbox	Yes	Yes	Yes	Yes
Move to Spam folder	Yes	Yes	Yes	Yes
Empty Spam folder	NA	NA	No	No
Schedule/Snooze	No	No	Yes	Yes
Swipe Gestures (swipe left/right to take action on mail)	No	No	Yes	Yes
Ability to customize Swipe Gestures	No	No	Yes	Yes

Compose New Message/Reply

Feature	Outlook for PC	Outlook on the web	Outlook for iOS	Outlook for Android
MailTips - recipient is OOF or outside of organization	Yes	Yes	No	No
Insert/change signatures	Yes	Yes	Yes	Yes
Follow Up/Flag when creating email	Yes	No	No	No
Set High/Low importance	Yes	Yes	No	No
Add Voting buttons	Yes	No	No	No
Spell check	Yes	Yes	NA [*]	NA [*]
Attach files	Yes	Yes	Yes	Yes

Attach links to files from OneDrive for Business	Yes	Yes	No	No
Alias support Outlook.com	Yes	No	No	No
Alias support Gmail.com	No	No	Yes	Yes

* Outlook app for iOS and Android uses autocorrect check.

Mailbox controls

Feature	Outlook for PC	Outlook on the web	Outlook for iOS	Outlook for Android
Work Offline mode	Yes	Yes	Yes	Yes
Create inbox rules	Yes	Yes	No	No
Set automatic replies, (OOF)	Yes	Yes	Yes	Yes
Print	Yes	Yes	Yes	Yes
App Themes	Yes	Yes	NA	NA

Contacts

Feature	Outlook for PC	Outlook on the web	Outlook for iOS	Outlook for Android
Connect to multiple accounts	Yes	No [*]	Yes	Yes
Exchange Server	Yes	Yes	Yes	Yes
Microsoft 365 Exchange Online	Yes	Yes	Yes	Yes
Outlook.com	Yes	No [*]	Yes	Yes
Gmail.com	Yes	No [*]	Yes	Yes
Yahoo!	Yes	No [*]	Yes	Yes

IMAP accounts	Yes	No [*]	Yes	Yes

[*] The Mail and Calendar apps contain your contacts in the system directory. When you write or reply to an email, you can find all the people that you've exchanged emails with in the **To** line. Simply start typing a name to see the suggestions, or select **Search directory** at the bottom of the suggested names.

Search

Feature	Outlook for PC	Outlook on the web	Outlook for iOS	Outlook for Android
Local search	Yes	Yes	Yes	Yes
Server search	Yes	Yes	Yes	Yes
People View (based on importance)	No	Yes	Yes	Yes

Connect to other accounts

Feature	Outlook for PC	Outlook on the web	Outlook for iOS	Outlook for Android
Connect to multiple accounts	Yes	No [*]	Yes	Yes
Exchange Server	Yes	Yes	Yes	Yes
Microsoft 365 Exchange Online	Yes	Yes	Yes	Yes
Outlook.com	Yes	No [*]	Yes	Yes
Gmail.com	Yes	No [*]	Yes	Yes
Yahoo!	Yes	No [*]	Yes	Yes
IMAP accounts	Yes	No [*]	Yes	Yes

[*] Outlook Web App provides an option to for **Connected Accounts**, which syncs mail once per hour.

Calendar

Feature	Outlook for PC	Outlook on the web	Outlook for iOS	Outlook for Android
Accept/Tentative/ Decline meeting	Yes	Yes	Yes	Yes
Edit response	Yes	Yes	Yes	Yes
Remove from calendar button	Yes	Yes	No	No
Weather Bar	Yes	No	No	No
Share Calendar [*]	Yes	Yes	Yes	Yes
Open colleagues' calendars	Yes	Yes	Yes	Yes
Send Availability (share available time)	NA	NA	Yes	Yes
Forward a meeting	Yes	Yes	Yes	Yes
Create a new meeting	Yes	Yes	Yes	Yes
See attendee free/busy information	Yes	Yes	Yes	Yes
Meeting room finder	Yes	Yes	No	No
Meeting attendee response status	Yes	Yes	Yes [**]	Yes [**]
Add Skype for Business Online Meetings details	Yes	Yes	Yes	Yes
Access calendar attachments	Yes	Yes	Yes	Coming Soon
View Free/Busy/Private/Tentative meetings	Yes	Yes	Yes	Yes

[*] Share Calendar (set permission level and share entire calendar)

[**] Accept only. Shows all others as "invitees."

Device Management

Feature	Outlook for PC	Outlook on the web	Outlook for iOS	Outlook for Android
EAS Policy Pin lock (device level)	NA	NA	Yes	Yes
EAS Policy Execute Remote Wipe	NA	NA	Yes	Yes
EAS Policy Wipe after N incorrect password attempts	NA	NA	No [*]	Yes
EAS Policy Maximum inactivity time lock	NA	NA	No [*]	Yes
EAS Policy Force Encryption	NA	NA	Yes **	Yes

[*] Set by user.

** iOS devices are encrypted when a device PIN is configured