

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.

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.

If you don't have Outlook for iOS, [download it from the Apple Store](#).

Change settings

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

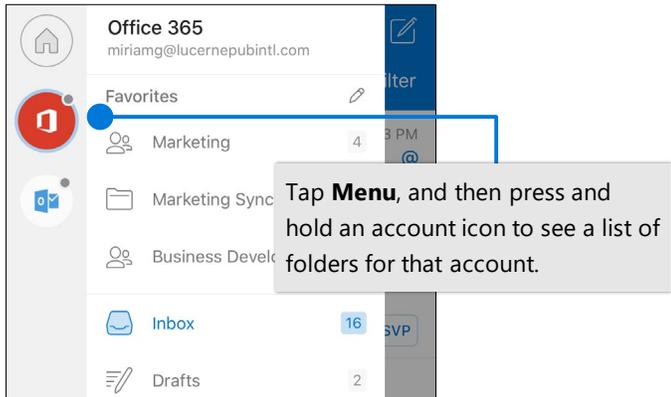
Tap **Focused Inbox** to turn Focused Inbox on or off.

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

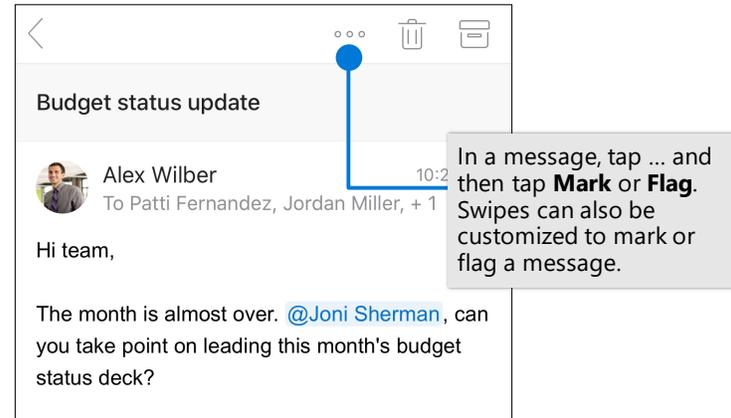
Add a favorite folder

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

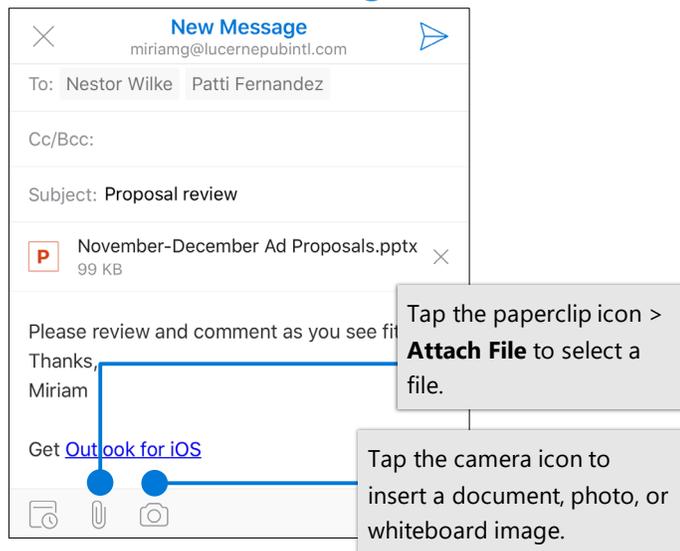
Find folders



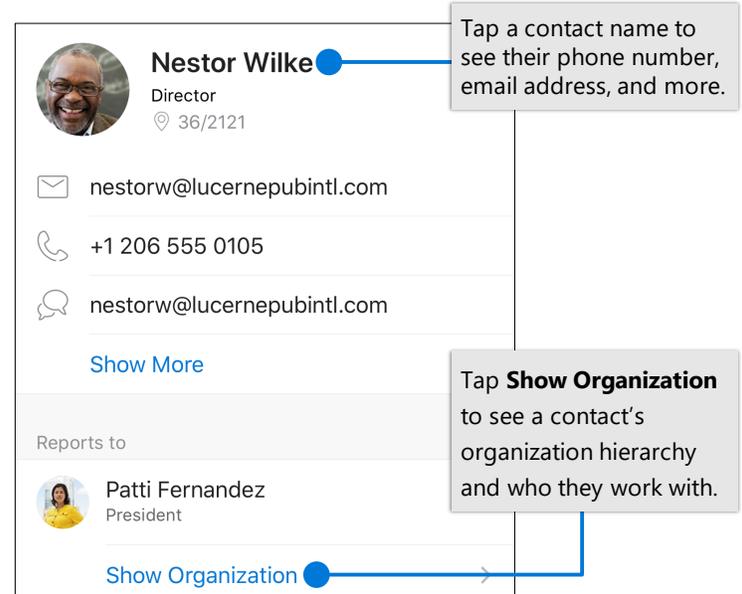
Mark and flag messages



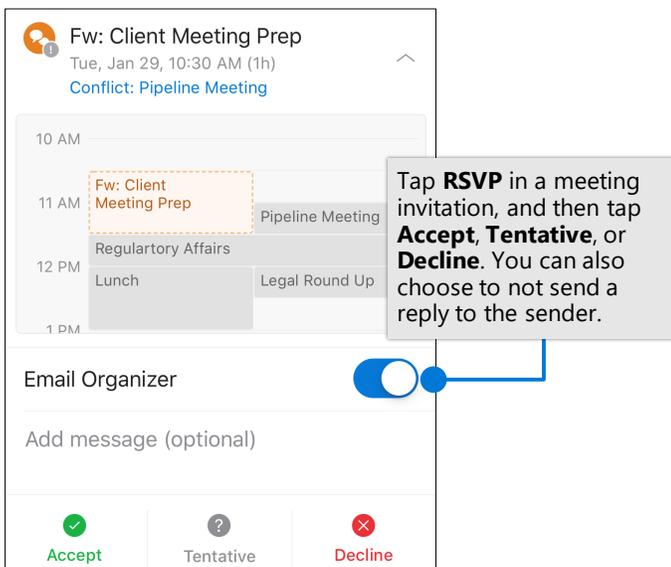
Attach a file or image



View contact cards



RSVP to an invitation



Change calendar view

