Outlook for iOS and Android: Tips that Save You Time

Outlook mobile brings your email, calendar, contacts and documents all in one place, right at your fingertips. A personalized, intelligent inbox and calendar helps you accomplish the most important tasks in just a few seconds, while providing enterprise grade security you can trust.

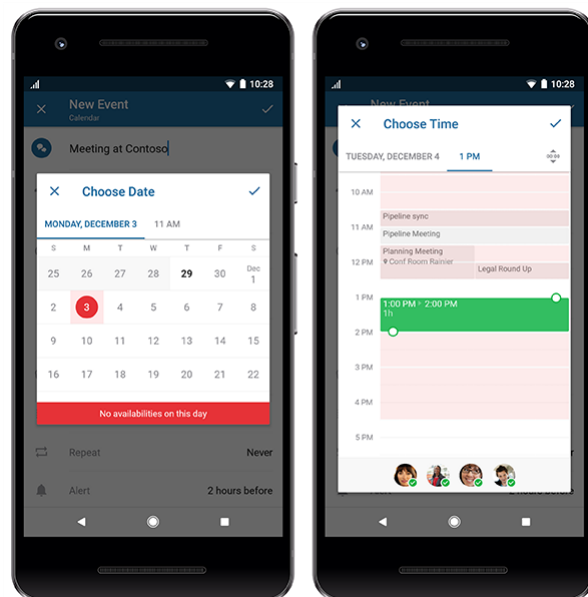The document below outlines time saving Outlook mobile tips that will help you stay on top of your day.

Getting Started:

1. Install Outlook mobile on your phone. Download now at GetOutlook.mobile. Refer to detailed install instructions for iOS and Android.
2. Personalize Outlook mobile so it works the way you want.
3. Use quick reference cheat sheets to get started: for iOS and Android or watch videos.
4. Got questions? Use the in-app help, or for troubleshooting refer to our help page.

## Time saving tips

1. Find the best time to meet
   - **How this helps:** Easily see your coworkers' availability and find a time that works for everyone, right from your calendar.
   - **How to do this:** Once you've created an event from your calendar and added your coworkers to the People field, you'll see an indicator of attendee's availability on the date picker. Outlook will let you know right away if the time works for everyone. To find an alternate time, just drag and drop the event until it turns green indicating everyone is available at that time. You can also track the RSVPs for your meetings, green check marks indicate they've accepted, red X's indicate they've declined, and grey question marks indicate they haven't responded yet.
   - **Learn more:** Learn how to schedule a meeting. Watch how to schedule a meeting.

2. Get suggestions on where to meet
   - **How this helps:** Even before you start typing, Outlook offers suggestions for your meeting location, including recently used (and available) conference rooms and other common and nearby locations such as "my office".
   - **How to do this:** Once you start to type in the location field, Outlook suggests options based on Bing and then autocompletes your meeting location with the necessary information.
   - **Learn more:** See suggestions on where to meet.
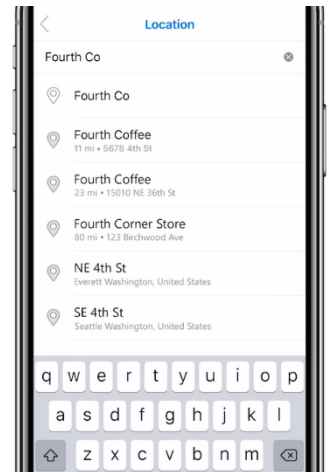
3. Share available time slots in a snap
   - **How this helps:** Quickly share available times to connect with customers, partners or coworkers that work best for you.
   - **How to do this:** When composing or replying to an email, Outlook makes it super easy to select your preferred time slots and packages them up into a tidy message to share.
   - **Learn more:** Learn how to send availability. Watch how to send availability.
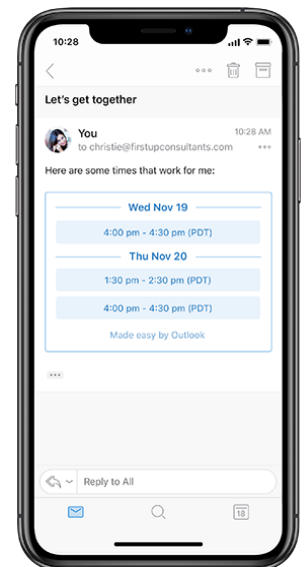
4. Find conversations, documents, and calendar events from top contacts in seconds.
    - **How this helps:** Find what you need, fast. Our intelligent search will help you find that important document your boss sent you weeks ago. No need to remember the document name. Just search on their name. It's just as simple to search for calendar events.
    - **How to do this:** When you tap the search icon, it'll bring emails and files from your top collaborators in seconds, without the need to type a keyword query.
    - **Learn more:** Learn how to search for an attachment. Watch how to search for an attachment. Watch how to search for calendar events.
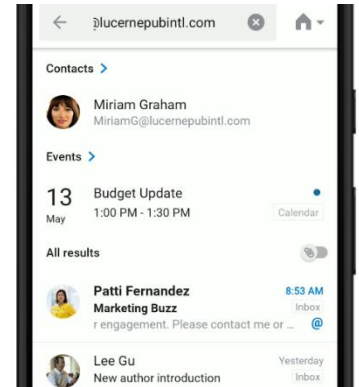
5. Quickly open, edit and share documents on the go
    - **How this helps:** Outlook makes it simple to share files stored in the cloud.
    - **How to do this:** With just a few taps, you can attach a document (or insert a link to any file from OneDrive or other popular cloud storage accounts) into your email message.
    - **Learn more:** Learn how to share documents.   Watch how to share documents.
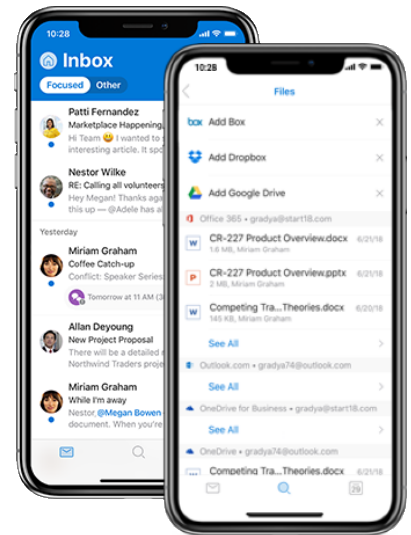
6. Schedule emails for later follow-up with just one swipe
   - **How this helps:** For an email that you want to handle or follow-up later, the 'Schedule Email' feature allows you to schedule it to return to your inbox at a later time of your choosing.
   - **How to do this:** Simply swipe Left to Right on an email to schedule it to reappear later in your inbox. You can also customize your swipe options in settings->swipe options.
   - **Learn more:** Learn how to schedule an email. Watch how to schedule an email.
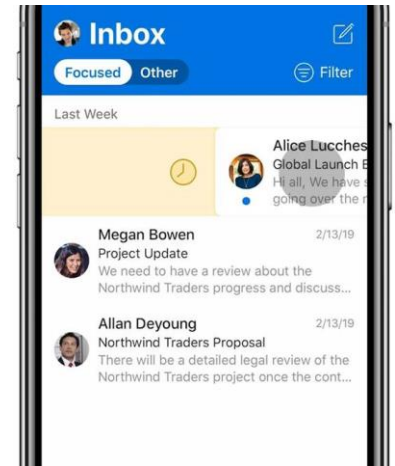
7. Tag contacts with @mentions and be heard
   - **How this helps:** Use @mentions to tag individuals within an email to call their attention to specific actions. As a recipient, you will be able to quickly scan your emails to see which emails require your attention.
   - **How to do this:** When composing or replying to an email, simply add "@" before a person's email and their name will be highlighted in the email body and they will be added to the "to" line.
   - **Learn more:** Use @mentions.
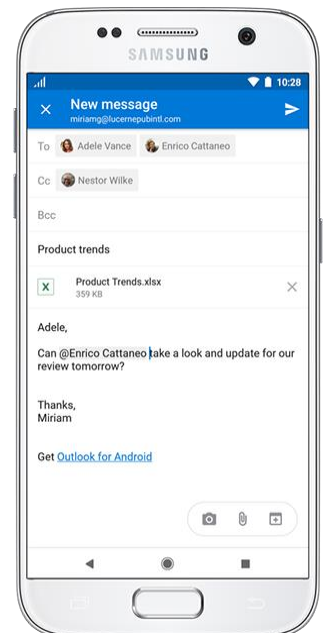
8. Let people know you're away
   - **How this helps:** If you are on vacation or just away from the office, let people inside and outside of your organization know.
   - **How to do this:** Tap Settings > tap your account > tap Automatic Replies > toggle the switch on.
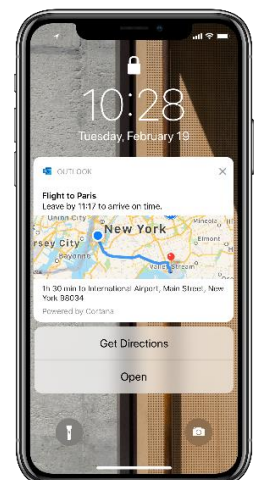   - **For detailed instructions:** Set your out of office message.

9. Get focused time with Do Not Disturb
   - **How this helps:** 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).
   - **How to do this:** Tap the menu icon at the top left of your screen and click on the bell to set do not disturb options.
   - **Learn more:** Set your notification.
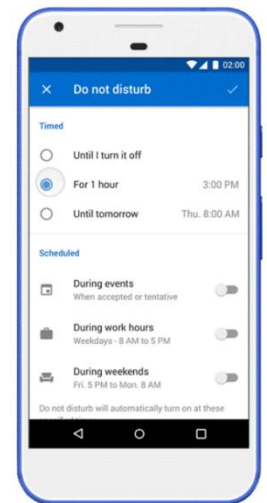
10. Get notified when it's time to leave so you're always a step ahead
    - **How this helps:** Intelligent reminders help you get to appointments on the current traffic or transit times. They include a route map and directions.
    - **How to do this:** Turn on "Time To Leave" in your settings in Outlook for iOS.
    - **Learn more:** Enable Time to Leave. Watch how to Enable Time to Leave.

11. Check in on your upcoming flights and track your online deliveries in a snap
   - **How this helps:** Have an upcoming flight, a dinner reservation or a package delivery email? Outlook automatically adds these to your calendar, so you know when to check-in, modify your reservation or when to expect your delivery.
   - **How to do this:** Outlook will automatically add upcoming flight and hotel reservations to your calendar and will also remind you to check-in. You can also see upcoming travel, reservations and deliveries when you tap the search icon.
   - **Learn more:** View your upcoming flight or package delivery.
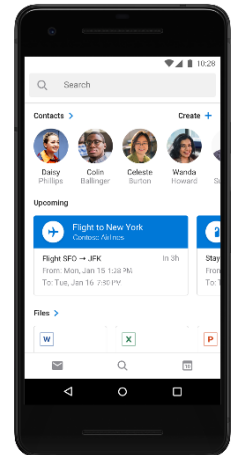
12. Add calendar category colors and share calendars for easy coordination
   - **How this helps:** Make plans and coordinate schedules with ease. You can now view and edit shared Office 365 calendars, just like you can with your own calendars.
   - **How to do this:** Simply select "Add Shared Calendars" and search for people, rooms or mailboxes. You will be able to add or view a coworker's shared calendar or even a conference room reservation calendar.
   - **Learn more:** Watch simplified calendar sharing.
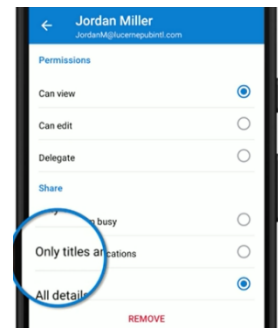
13. Add an Outlook calendar widget
   - **How this helps:** Adding the Outlook calendar widget makes it easy to quickly glance at your agenda for the day without even needing to open the app.
   - **Learn more:** Add Outlook calendar widget.

14. Scan and add Outlook contacts (for Android)
    - **How this helps:** Ever been to a conference and had to keep track of numerous business cards? In addition to using Office Lens technology for photos, documents, and whiteboard images, you can simply snap a picture of the card, and the contact details will be automatically saved in Outlook.
    - **How to do this:** Create a new contact, add manually or choose to just scan their card. Take a photo and with Microsoft Lens technology your photo is transformed to text and fit into the appropriate fields within a new Outlook contact card. You can adjust if necessary.
    - **Learn more:** Watch how to scan and add Outlook contacts