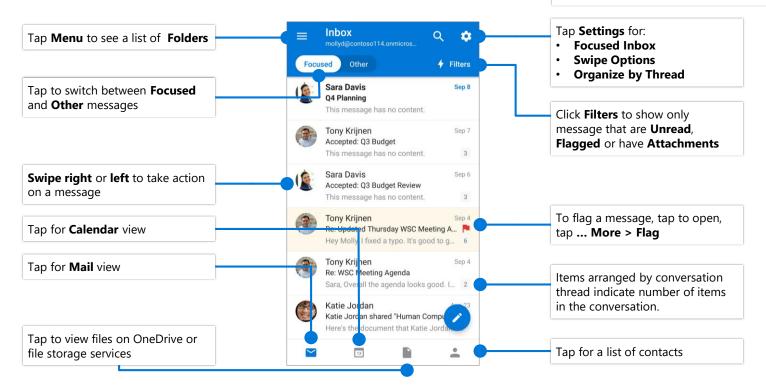
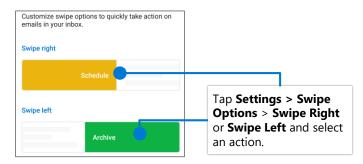
# Be more productive on the go

If you don't have it already, you can download Outlook for Android from the Google Play Store.

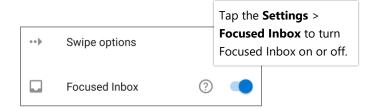


# **Set Swipe Options**



## Turn Focused Inbox On/Off

Focused Inbox intelligently presorts your email so you can focus on what matters.

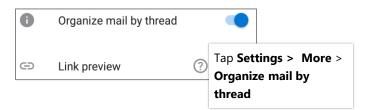


### Flag messages



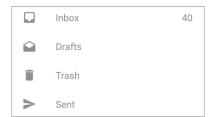
### Turn Organize By Thread On/Off

Organize By Thread arranges messages as conversations threads based on message Subject.



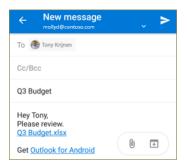
#### Find folders

Tap the Menu to see a list of folders.

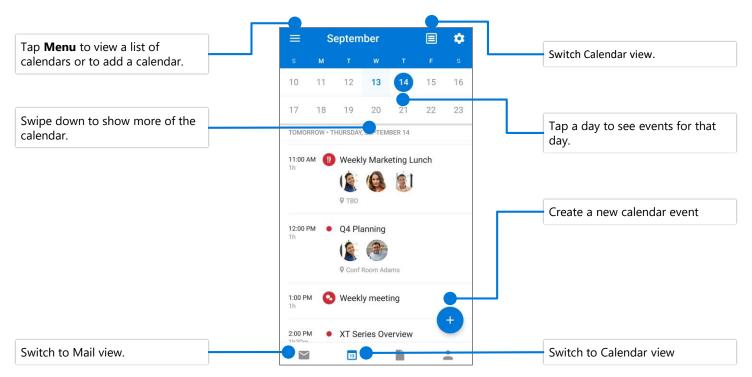


#### Attach a file from OneDrive

Tap New Message > Attach and select a file.



# Manage your calendar, schedule meetings, and get reminders



### RSVP to an invitation



## Change calendar view

In Calendar, tap View and select Agenda, Day, or 3-Day view.

