

# Outlook for Android

Instructions for downloading, configuring, and using the Outlook App

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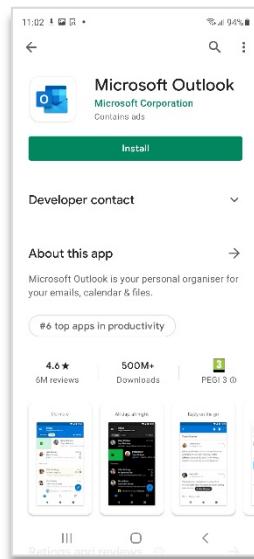
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## Download the Outlook app

There are three ways to download the Outlook app; manual download, download using a link on your device, or download using the camera on your device.

### Manual download from the Play Store

Go to Play Store and locate the Outlook app manually by searching for “Outlook”.



### Download using a link

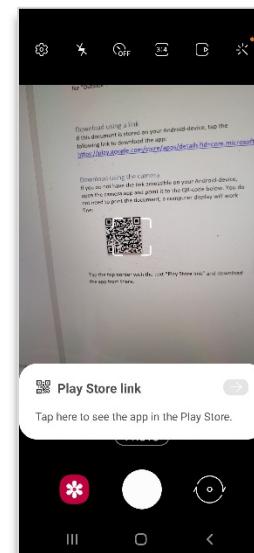
If this document is stored on your Android-device, tap the following link to download the app: <https://play.google.com/store/apps/details?id=com.microsoft.office.outlook>

### Download using the camera

If you do not have the link accessible on your Android-device, open the camera app and point it to the QR-code below. You do not need to print the document; a computer display will work fine:



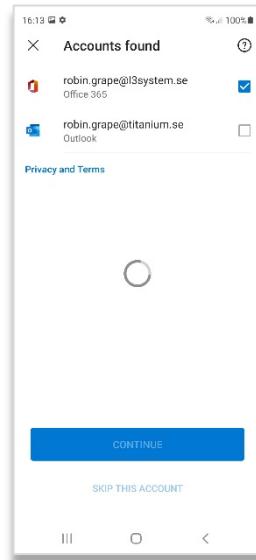
Tap the top border with the text “Play Store link” and download the app from there.



# Setting up your account

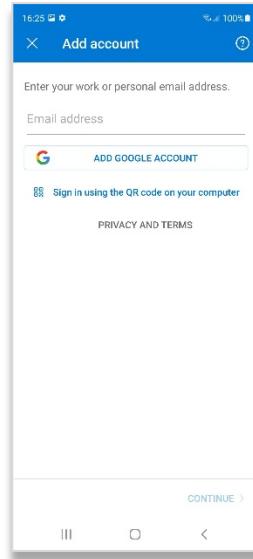
## Automatically detect your account:

Normally your account will be detected automatically, and when you are presented with a suggestion, check the credentials and click “add account”.



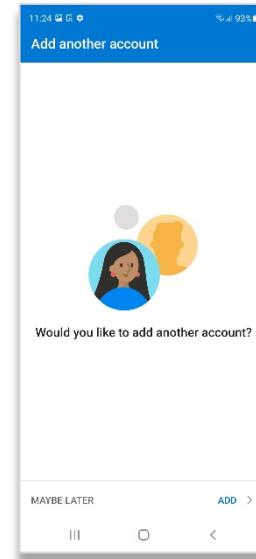
## Manually adding an account:

If your account has not been detected automatically, type the email address and click “add account”.



When the account is found and password is accepted, more accounts can be added. At this point, click “Maybe later” to proceed with the main account.

*If the password is not accepted or the account not added to your device, please check your log-in credentials prior to contacting your IT-department.*

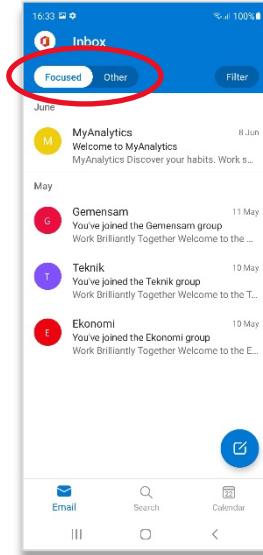


# A first look

## Automatic sorting

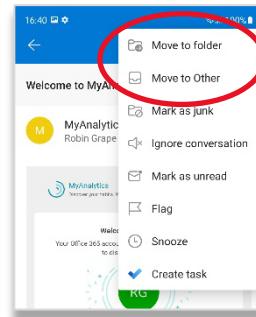
At the top of the Outlook app, you are presented with two tabs; “Focused” and “Other” messages in separate tabs. When messages arrive, Outlook sorts them automatically based on the content and the account history.

*This function can be turned off under “settings”.*



## Manual sorting

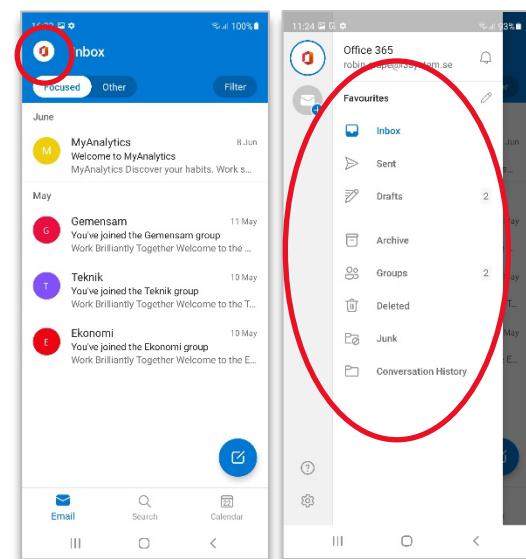
To manually move a message between the tabs, simply open it, click the three dots at the top, and click “Move to...” and select a tab or folder you want the message moved to.



## The folder tree

To reach the folder tree containing folders for sent e-mails, drafts etc., tap the **Office logo** at the top of the screen.

*The content in your folders and the folders tree in the mobile app reflects your desktop app, and Outlook on the web.*

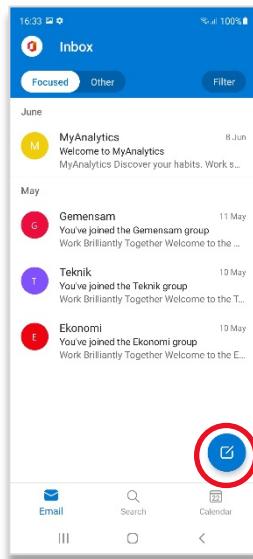


# The essentials

## Composing a message

To compose a new message, click the blue circle with a “new message”-icon at the bottom of the screen.

The new, empty message is prepared with a default or custom sender signature.

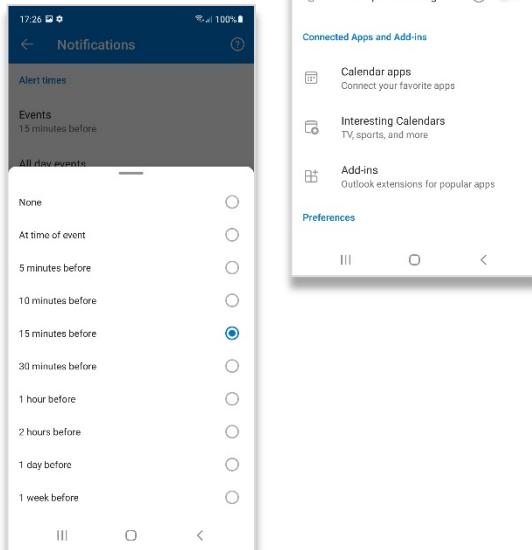


## The calendar

The calendar syncs with your desktop app, and meetings planned in the desktop app, the mobile app or in Outlook on the web are reflected to each other.

However, a common question is “how do I change the default calendar notification from 15 minutes to 30 or 60 minutes?”

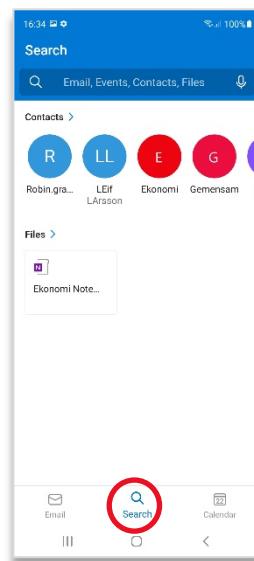
Go to settings, scroll down to calendar, tap “Notifications” and change the default event alert to suit your needs.



## Finding information

Finding specific information can be hard, but the search function might save you a lot of time.

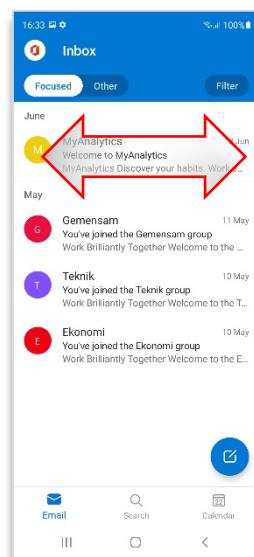
Tap the magnifying glass at the bottom of the screen to search for emails, calendar events, contacts, or files.



## Quicker sorting by swiping

Eventually, you might find the manual sorting with all options is somewhat time consuming, and you may want a more efficient way to clear your inbox.

There is a quick way to mark messages read or unread, and you may alternatively archive, delete, or move them to a separate folder by “swiping”.

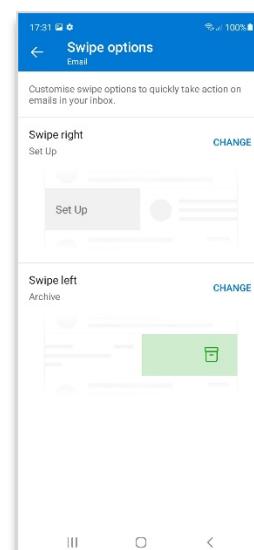


## Changing the swipe options

By default, the first time you swipe a message to the right, you are presented with “swipe options”. If you instead swipe to the left, the message is archived.

Depending on your personal preferences you might want to change the “Swipe options”, for example to “Mark read/unread” and “Delete” or “Move”, which might be more frequently used.

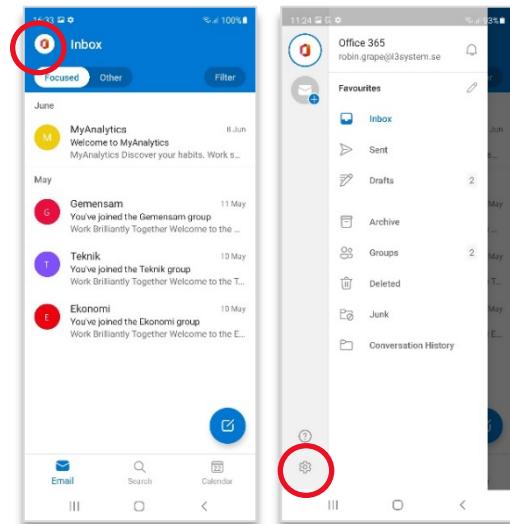
*This configuration may be changed at any time under “Settings/Swipe options”.*



## Personalizing - signatures etc.

### Finding the settings

All Outlook app settings are changed by tapping the **Office logo** at the top of the screen and tapping the “Settings”-icon at the bottom of the screen. The list of setting is extensive, but we will cover a few here.

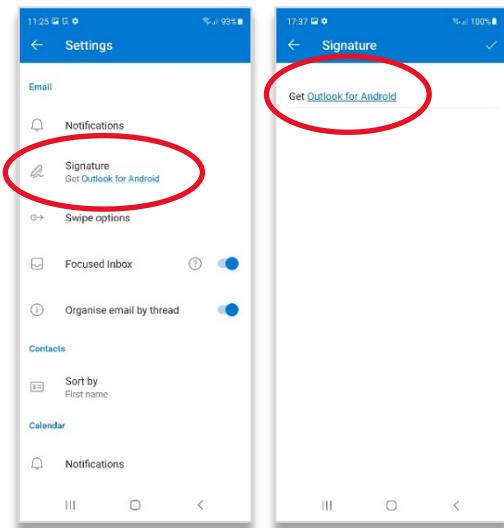


### Your personal signature

To edit your signature, tap the “settings”-icon described above; scroll down to the headline “Email”, click “Signature”, and replace the current signature with the new information.

The easiest way to do this is by copy the correct signature from an email and replace the current signature with the copied information. When done, **make sure you update your personal credentials** in the new signature.

*Note: Android OS cannot handle images in signatures at present.*



### Add a mailbox

Sometimes there is a need to share a mailbox with colleagues.

To add an account, tap the “settings”-icon described above; click “Add mail Account”, choose the type of account and enter the account credentials.

