

Tips for Outlook on your Android device

Connect. Organise. Work smarter.

Tap **Menu** to see a list of **Folders and Settings**

Tap to switch between **Focused** and **Other** messages

Tap **Filters** to only show messages that are **Unread, Flagged, or have Attachments**

Swipe right or left to take action

Items arranged by conversation thread indicate number of items in the conversation

To flag a message, tap to open, tap the three dots, **Flag**

Tap **Search** once to find recent contacts and files. Tap twice for a search box to find email contents and more

Tap the **Calendar icon** to go to your calendar.

In Settings

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

Tap the **Settings > Focused Inbox** to turn Focused Inbox on or off

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

In the Menu

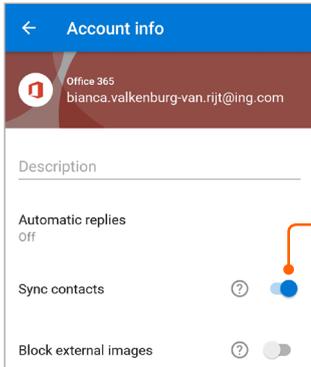
Tap **Menu > Edit** icon and tap the star to **Favorite** a folder. Favorite folders rise to the top

Tap **Menu > Bell** icon to set **Do not disturb** options



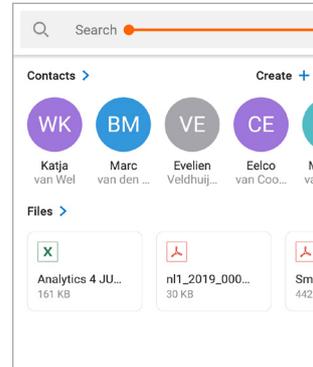
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Sync contacts



Add Sync contacts so you see your ING contacts in your Android address list. Tap **Menu > Settings**. Tap your ING account > Select **Sync contacts**

Find ING colleagues



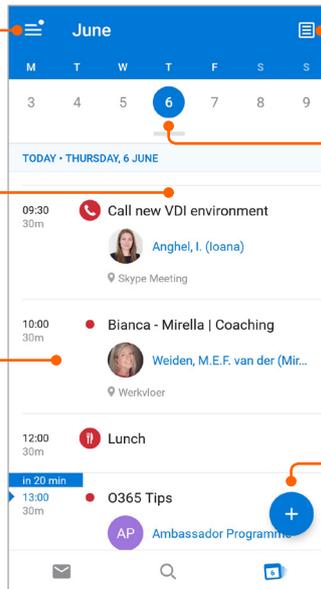
Find the contact details of your ING colleagues easily. Tap **Search** and type the name of your colleague in the search bar

Manage your calendar, schedule meetings, and get reminders

Tap **Menu** to view or add a calendar including shared calendars

Swipe down to show more of the calendar

Tap **Meeting** to see the details

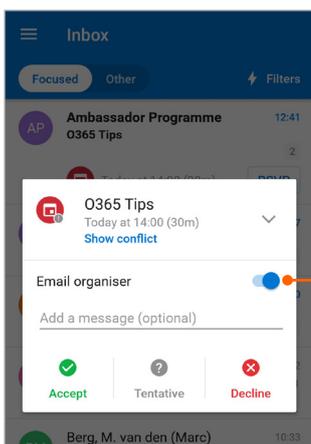


Switch to **Calendar** view

Tap a day to see events for that day

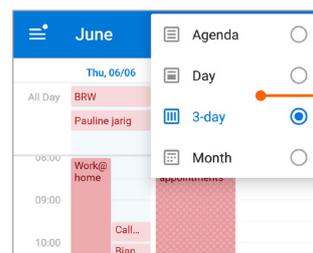
Create a new calendar event

RSVP to an invitation



Tap **RSVP** in a meeting invitation in your Inbox, and then tap **Accept**, **Tentative**, or **Decline**. You can also choose to not send a reply to the sender

Change calendar view



In Calendar, tap **View** and select **Agenda**, **Day**, **3-day** or **Month**

More tips and tricks about Outlook on your mobile device can be found on **My Workplace** https://ingglits.service-now.com/wps?id=kb_article_view&sysparm_article=KB0013843