

# Tips for Outlook on your Apple device

## Connect. Organise. Work smarter.

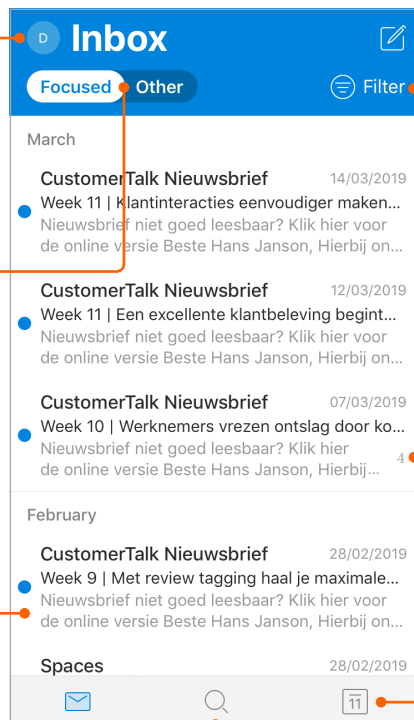
Tap **Menu** to see **Folders** or **Settings** (gear wheel icon) for:

- **Swipe Options**
- **Focused Inbox**
- **Organise By Thread**

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

Tap **Search** to show contacts, files, and upcoming reservations and deliveries. Double tap for the **Search box**

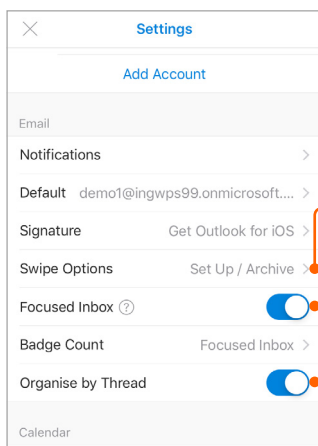


Tap **Filter** to only show messages that are **Unread**, **Flagged** or have **Attachments**

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

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

## Change settings

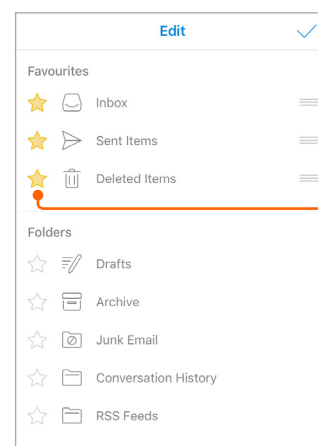


Tap **Swipe Options** > **Swipe Right** or **Swipe Left** and select an action

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

Tap **Organise by Thread** to arrange messages as conversation threads

## Add a favorite folder



From the menu, tap the pencil icon for **Edit** settings. Tap the star icon to favorite a folder. Favorite folders are always on top



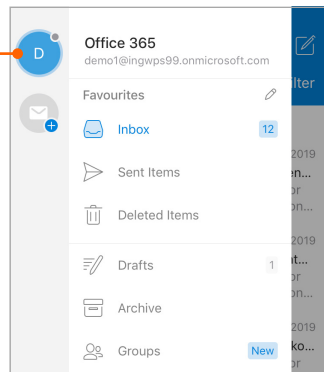
My Workplace



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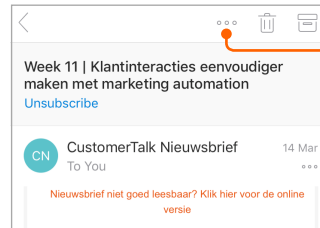
## Find Folders

Tap **Menu**, and then press and hold an account icon to see a list of folders for that account

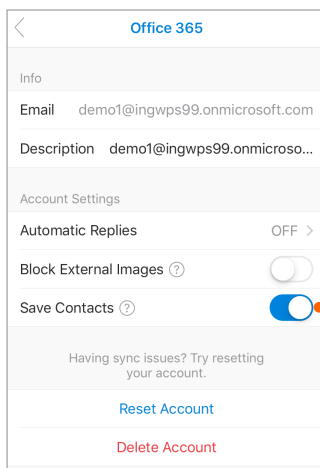


## Mark and flag messages

In a message, tap the three dots. Then tap to take the action of choice



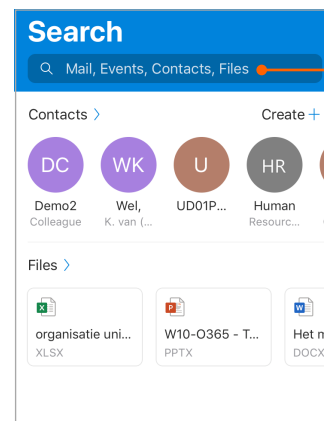
## Save contacts



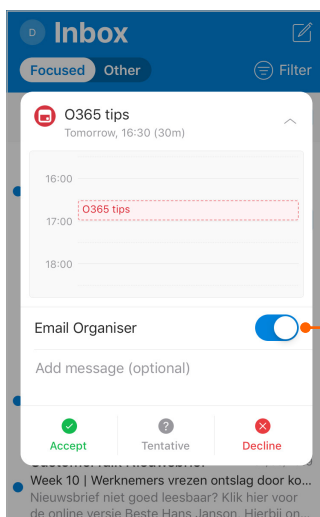
Add Save contacts so you can see your ING contacts in the address list of your mobile device. Tap **Menu > Settings**. Tap your ING account > select **Save Contacts**

## 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

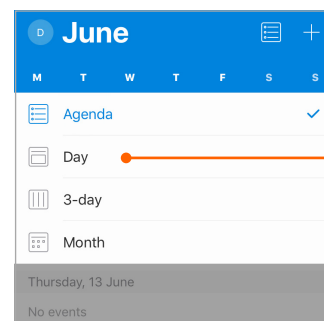


## RSVP to an invitation



Tap **RSVP** in a meeting invitation, 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](https://ingglits.service-now.com/wps?id=kb_article_view&sysparm_article=KB0013843)