

Outlook App

As part of the Office 365 and Exchange integration, users can download the Outlook App to a smart phone. This allows emails, calendars and other elements of Outlook to sync with the App for more dynamic working.

Quick Reference Guide

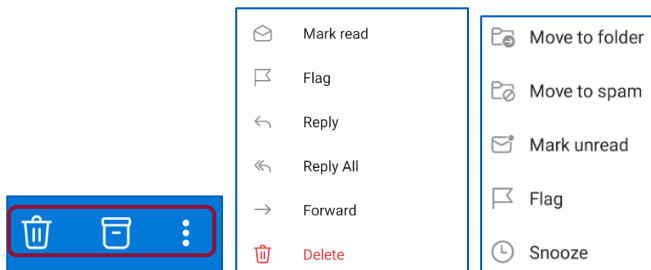


Log in to the Outlook App using a work email address and password. The App will automatically sync and download emails, calendar appointments and other information.

Emails

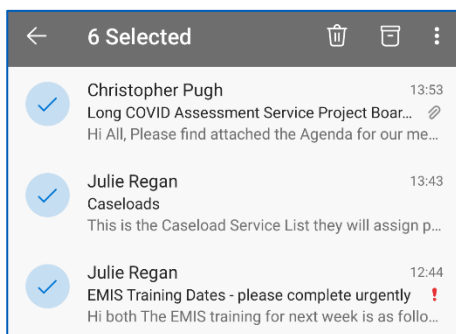
To open an email, tap it.

- Use the **bin icon** to **delete** the message
- Use the **archive icon** to access **folder options** for the message
- Use the **three dots** in the top right corner to access all other **message options**



To select more than one email at once:

- **Tap and hold** one email until the tick appears on the left of the message.
- **Select the remaining emails required** by tapping them, as the emails are selected a tick will appear.

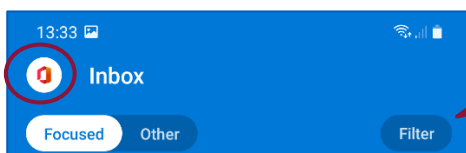


The icons at the top can be used for actions related to the selected messages

Focused Inbox

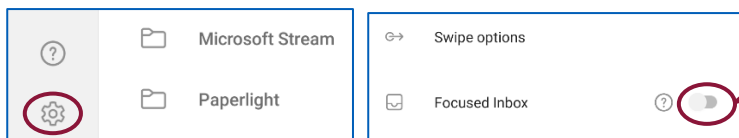
Focused Inbox separates emails into two tabs, **Focused** and **Other**. Focused emails are deemed to be **most important** by Outlook with the remaining emails appearing under **Other**.

It is possible to turn off **Focused Inbox** and display all emails in one section.



▪ Select the **Office 365 icon**.

- Select the **Settings** cog then toggle the **Focused Inbox** option to Off



The switch being greyed out and to the left is "off"

Search

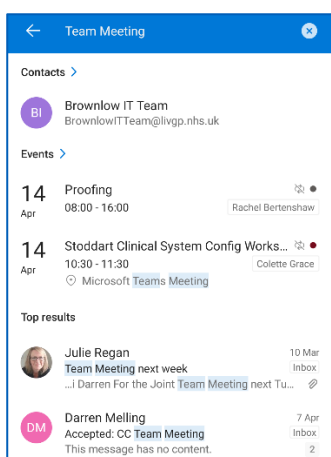
The Search function allows Outlook to be searched for various content, such as emails, contacts, meetings, events and documents.

- Select **Search** from the bottom toolbar



- Enter the **Search term** in the Search bar at the top of the screen.


All Outlook items containing the term will appear and can be selected.



Calendar

To view the Calendar, select the icon from the bottom toolbar.



Access the settings using the cog icon on the left. 

- Change the **Default Calendar** to the user's calendar.



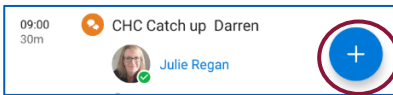
Calendar is the user's calendar

- The **Week Start** can be changed to the following options.

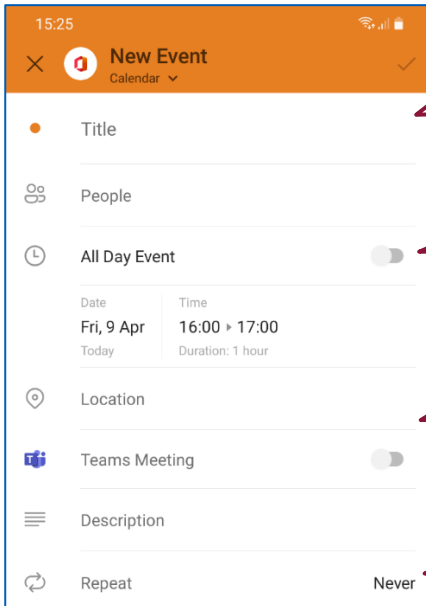


Add a Meeting or Appointment

- Select the Plus icon



- Complete the fields accordingly



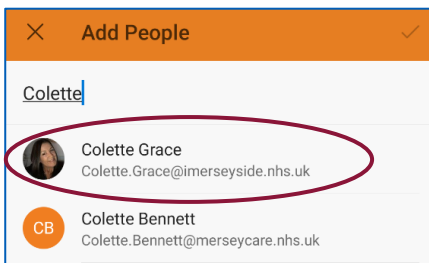
Give the event an appropriate **title**

Select the **Date and Time** of the event or toggle **All Day Event** "on"

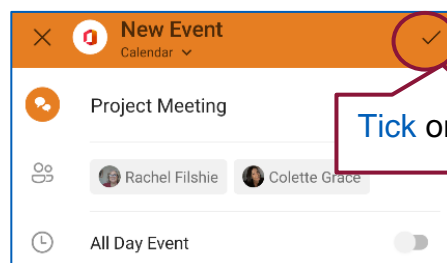
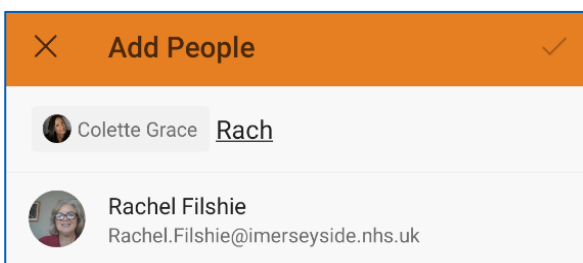
Enter the **Event Location**. If the Event will take place virtually via **Teams**, toggle the option "on"

Select this option if the event will **reoccur**

- Begin typing a name in the **People** field then select the required **Contact**



- To add further contacts, type their name and **repeat the process** until all the required **People** are invited.



Tick once complete



The contacts synced are contacts from the Exchange Server and not the personal contacts stored within the device Phonebook.

To book training or speak to a trainer, please get in touch via:
training@imerseyside.nhs.uk