

Microsoft Outlook



What Microsoft Outlook Does

Microsoft Outlook for iOS is an email and calendaring productivity app that allows you to access work email in a simple format, enabling you to stay connected, seven days a week. Never miss an important email again with the Microsoft Outlook app, which is perhaps the easiest to use of all of the Microsoft Office Suite iOS apps. Microsoft Outlook on iOS actually almost might be easier to navigate in this format than on the desktop version. From this app, you can search your email inbox, write emails and access your contacts list, forward and blind copy others on messages, as well as use all the text formatting that a desktop email gives access to. You also have great calendar functionality that allows you to create and sent invitations, set private events and reminders, as well as view the calendars of others in your organization.

Key Functions

Microsoft Outlook for iOS key functions are email and calendaring, but both are highly robust functions. For email, the “Focused” conversations tab filters email from your contacts to the top so that you can easily see important conversations. Or “Filter” your emails in a customized way to see what’s most helpful to you. Set an “Auto-Reply” to let people know when you are busy or away. Use customized “Folders” to organize and sort messages, or set “Rules” to determine which folders automatically receive certain emails. You can also compose, reply to or forward emails with attachments, images and all the rich text editing features on the desktop program.

For calendaring, you can use the “Send Availability” function to attach your available dates and times when proposing a meeting. You can also “Convert to Event” to turn email details into a calendar item. “Private” calendaring functions also allow you to hide the details of your calendar events from anyone on your team who might share calendar privileges, as well. ## Review of Microsoft Outlook

The Microsoft Outlook for iOS app is a robust productivity app for email and calendaring that does everything it should and more. It works great, perhaps the best of all the Microsoft Office apps, because it adjusts well to the screen size of a smaller personal device. This app is also less dependent on Wi-Fi connectivity to work well. Overall, it provides a streamlined experience that delivers everything you need to stay connected to your email and events at any time, anywhere.

Advantages / Disadvantages

Positives about Microsoft Outlook for iOS: this app is really easy to use. It has the same functions as the desktop app, and it integrates with other apps like Zoom, Slack, Hubspot and more. It also works well whether or not it is connected to Wi-Fi.

Negatives about Microsoft Outlook for iOS: Not many negatives here! The search function is a little harder to use than on the desktop program, and it can be difficult to search for things in your inbox with the way the app nests some messages from the same senders.